

UNADOPTED

POLEGATE TOWN COUNCIL

PERSONNEL COMMITTEE

Minutes of the meeting held on Monday 7th November 2011, 49 High Street, Polegate at 7.30pm.

Present: Cllrs Mrs J Voyce, Mrs C Berry, J O'Riordan, R Martin, Mrs M piper (ex officio)

Not Present: M Cunningham, T Voyce (ex officio)

9970 Apologies for Absence:

Cllrs M Cunningham (work), T Voyce (work)

9971 Declarations of Interest in any matters on the agenda:

None

9972 Committee to consider pursuant to Section 1(2) of the Public Bodies

(Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

RESOLVED pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential [staffing] nature of the business to be transacted. VOTE All in favour

9973 Personnel Budget

A discussion took place on all aspects of the budget. The urgent need for extra staffing and the rates of pay.

It was recommended that The Litter Picker, Maintenance person and current administrative assistant would receive a 2% increase as pay had been frozen for some time. VOTE All in favour.

It was recommended that the cleaner/keyholder would remain the same as she had opted to remain on the NJC conditions and if these increased so would the pay rate. VOTE All in favour.

It was recommended that the temporary administrative post would remain the same at the minimum wage which had recently increased in October. VOTE All in favour.

It was recommended that the temporary assistant post be advertised as a contracted post at 12 hours per week and be renamed receptionist/office
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assistant, pc use, emails. Tasks to include answering phones, reception and general clerical tasks. The clerk would draft a Job description and person specification as soon as practicably possible. VOTE all in favour.

It was recommended that the budget for the receptionist/office assistant post of minimum wage £3800 be included in the budget. VOTE all in Favour.

It was recommended that a new post be created for 20 hours per week as an administrative assistant to include minute taking and possible evening work. The clerk was in the process of drafting a person specification and job description for this post. This post would be included in the budget at the rate of £8677.84 (20 hrs). VOTE all in favour

It was recommended that as the clerk would be supervising more staff the budget should include one extra increment and be set at £29236. VOTE All in favour.

It was recommended that a overtime figure of £500 be included in the budget. VOTE All in favour

It was recommended that the budget details for the personnel budget be as follows:

	Budget 2012/13
	£
EMPLOYEE COSTS	
Town Clerk	29,236
Administrative Assistant	8,851
additional admin	8,677
Handyperson / Groundsman	7,956
Litter-Picker	5,012
Cleaner / Keyholder	2,415
Receptionist	3,800
overtime	500
Finance Officer	500
Internal Auditor	540
Travelling Expenses	1,500
Training Expenses	1,000
Professional Fees	0
SSP Recovery	0
NI (ER's)	4,646
Pension Conts (ER's)	0
Course fees	0
Total EMPLOYEE COSTS	74,634

VOTE All in favour

The meeting closed at 8.45pm