



Battle Town Council



MINUTES of a meeting of the PERSONNEL SUB-COMMITTEE
held on TUESDAY 7 NOVEMBER 2017 at The Almonry, High Street, Battle at 6.30pm

Present: Cllrs G Favell (Chairman), J Gyngell, R Jessop and A Ratcliffe
In Attendance: Carol Harris (Town Clerk)

1. Apologies for absence – Cllr D Furness.

The Clerk confirmed that, as the agreed Membership of Personnel sub Committee is three, the apology from Cllr Furness had left the meeting inquorate. It had therefore been necessary to invite all Members of F&GP to attend to discuss items for recommendation to the full F&GP meeting.

2. Disclosure of interest – None.

3. To approve and sign the minutes of the meeting held on 21 March 2017

Members agreed the minutes, which were duly signed by Cllr Favell.

4. (t) Deputy Town Clerk

The Clerk reported that Jane de Garston had successfully completed a six month probation period and suggested that that permanent employment be offered. **Members agreed to recommend to F&GP the permanent employment of (t) Deputy Town Clerk to Jane de Garston.**

6. Clerk's membership to Society of Local Council Clerks

The Committee were reminded that membership to SLCC is considered best practice for the benefits offered including training and networking opportunities. The cost of subscription is £225 plus a one-off joining fee at £15. The Clerk confirmed that this has been allowed for within the subscription budget(4060). **Members agreed that the Clerk's membership to SLCC should be paid by Council.**

7. Salaries

In recognition of the (t) Deputy Town Clerk's effort and commitment Members agreed to recommend to F&GP and increase of one spine point to 24 with effect from 1 April 2018. The Clerk was asked to offer task guidance to the cleaner.

9. Sickness and Absence Policy

The Clerk suggested that the current Policy fulfils requirements and should be circulated to all staff members for clarification of terms which will be signed as understood. This was agreed.

The Town Clerk left the meeting for the following two items to be discussed..

5. Town Clerk's appraisal

Members noted that the appraisal confirmed Carol Harris had exceeded expectations and **agreed to recommend to F&GP an increase of 2 spine points with effect from 1 April 2018**

8. Staff Christmas bonuses

Members agreed to recommend to F&GP an ex-gracia payment for members of staff in the December salary.

10. Matters for information and future agenda items

Risk assessments

11. Date of next meeting: to be determined

The meeting closed at 7.05pm

**CLLR G FAVELL
CHAIRMAN**