



# Battle Town Council



MINUTES of a meeting of the PERSONNEL SUB-COMMITTEE  
held on TUESDAY 26 MARCH 2019 at The Almonry, High Street, Battle at 6.30pm

**Present:** Cllrs G Favell (Chairman), D Furness and J Gyngell

**In Attendance:** Carol Harris (Town Clerk)

- 1. Apologies for absence** – None.
- 2. Disclosure of interest** – None.
- 3. Minutes of the meeting held on 22 January 2019** were agreed and duly signed by Cllr Favell.
- 4. Apprenticeship post**  
Members agreed to delegate the interview and appointment of a grounds maintenance apprentice to Cllr Favell and the Clerk.
- 5. Staff Matters**  
**The Committee agreed to recommend to F&GP:**
  - following a successful 6 month probation period, an offer of a **permanent position of Grounds Maintenance person to Stephen Chilton**, subject to terms of the existing contract;
  - to **amend the title of the trainee Deputy Town Clerk to Assistant to Town Clerk**;
  - to allocate **£250 budget** to acknowledge **20 years' service** in an appropriate manner for the Town Clerk;
  - in accordance with contract, upon successful completion of the Certificate in Local Council Administration qualification, to award the Town Clerk a **one spine point salary increase**.
- 6. Matters for information and future agenda items** – None.
- 7. Date of next meeting:** to be determined

The meeting closed at 7.02pm

**CLLR G FAVELL**  
**CHAIRMAN**