



# Battle Town Council



MINUTES of a meeting of the PERSONNEL SUB-COMMITTEE  
held on TUESDAY 6 MARCH 2018 at The Almonry, High Street, Battle at 12.30pm

**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. **The minutes of the meeting held on 7 November 2017** were agreed and duly signed by Cllr Favell.
  4. **Apprenticeship to grounds maintenance team**  
**Members agreed to recommend to F&GP that an apprentice between the age of 16 and 18yrs be sought at a pay rate of £5ph for 30 hours per week.** It was felt that this should be undertaken via Plumpton College who have the expertise to assist with this.
  6. **Temporary increase in Town Clerk's hours of work to allow for CiLCA training**  
**Members agreed to recommend to F&GP that the Clerk's hours be increased by 4 hours, to 37pw, for a period of up to 6 months to enable her to complete the CiLCA training.**
  7. **Timetable for Staff Appraisals**  
Cllr Favell agreed to arrange the Clerk's Appraisal Review for this month. The Clerk will then carry out the staff reviews as appropriate.
  8. **Matters for information and future agenda items**
    - **Risk assessments**
- The Clerk left the meeting for the following item and Cllr Favell made notes*
5. **Arrangements for Clerk's additional hours/holiday**  
**Members agree to recommend to F&GP that the Clerk be permitted to carry over 5 days annual leave and the remaining hours to be paid as salary. It was also recommended that the remaining salaries budgets (4000/4005) be carried over as an Ear Marked Reserve as a contingency for any permanent increase in Town Clerk's hours.**
  9. **Date of next meeting:** to be determined

The meeting closed at 12.55pm

CLLR G FAVELL  
CHAIRMAN