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.

5. 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.

6. 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

CLL G FAVELL
CHAIRMAN