

RAUNDS TOWN COUNCIL

PERSONNEL COMMITTEE

Minutes: 2 November 2017: Start Time 5.00pm

PRESENT

Cllr S Hughes (Chair), Cllr B Tirebuck, Cllr H Howell, Cllr R Levell,

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)

379.17 To Receive Apologies For Absence.

Apologies were received from Cllr N Beck and Cllr M Hind

RESOLVED to note the apologies

380.17 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

NONE RECEIVED

381.17 Notification of members questions in compliance with the council's standing orders.

NONE RECEIVED

382.17 Declarations of Interest.

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.

NONE RECEIVED

383.17 Minutes: confirm the minutes of the Personnel Committee meeting held 5 September 2017

RESOLVED that the minutes of the Personnel Committee meeting held 5 September 2017 be confirmed as a true record.

384.17 The press and public will be excluded from agenda item 369.17 due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960

385.17 To Receive a report on Establishment Matters

The committee received the confidential report of the clerk and following discussion it was...

RESOLVED that:

- a) when the existing apprenticeship ends an office junior is appointed rather than continuing the apprenticeship scheme.
- b) from 1st April 2018 public relations are managed in house with 2.5 additional hours per week being worked by each of the assistants to the clerk to cover the role. The clerk will re-allocate tasks between staff to balance responsibilities

- c) **All staff should accrue holiday for any overtime hours worked. The clerk will make any retrospective adjustments necessary.**

386.17 Budget 2018-2019: To consider the draft budget for the Personnel Committee for 2018-2019

Members considered the draft budget as shown in appendix 1 and it was...

RESOLVED to submit the draft budget to the Finance Committee as shown in appendix 1.

There being no further business the meeting concluded at: 6pm

Approved: (Town Mayor)

Meeting date: 14 November 2017(Council)

Confirmed: (Chairman)

Meeting date:(Committee)

Appendix 1

Cost Centre		Budget 2017/18	Budget 2018/19
4030	Staff/Cllr Training	£2,000	£2,000
4015	Pension Costs (Council Cont.)	£27,500	£27,500
4035	Payroll Charges	£500	£550
4040	Personnel	£500	£500
4000	Salaries (Office staff)	£79,000	£88,517
		£109,500	£119,067