

PADDOCK WOOD TOWN COUNCIL
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**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE TO BE Monday 4th
November 2019 at The Day Centre, Commercial Road at 6.30 pm**

PRESENT: Cllr D, Boyle, in the chair
S. Barrett, M. Flashman, R. Moon

IN ATTENDANCE: Mrs N Reay

APOLOGY: Cllr C. Williams

PER7 **DECLARATIONS OF INTEREST**
There were no declarations of interest.

PER8 **MINUTES OF THE PREVIOUS MEETING**
The minutes of the meeting held on 24th June 2019 were APPROVED.

PER9 **MATTERS ARISING**
The Estates Committee have reviewed the job description for a new member of staff, and a copy was attached for information.

Cllr Boyle proposed, Cllr Barrett seconded:
That due to the confidential nature of the business to be transacted the press and public should be excluded under section 1 (2) of the Public Bodies (admission to meetings) act 1960 for the following items.

CARRIED Unanimously

PER10 **STAFF SALARIES 2020/2021**
Members considered the attached confidential report on staff salaries for 2020/2021. The cost of living increases has not yet been announced by the National Joint Council.

Cllr Boyle proposed, Cllr Barrett seconded:
That 2.5% increase should be allowed for budgetary purposes to the Clerk's Scales.

CARRIED unanimously

Cllr Barrett proposed, Cllr Flashman seconded:
That the Administrative Clerk's scale should be increased by 3 points
CARRIED unanimously

Cllr Boyle proposed, Cllr Barrett seconded:
That the Deputy Clerk's scale should be increased by 2 points
CARRIED unanimously

The Clerk's scale should also be increased by 2 points.

Cllr Moon proposed, Cllr Boyle seconded:
All Estates staff salaries should be increased by 2.5%.
CARRIED unanimously

PER11 **STAFF LEAVE**

Members considered the request.
Cllr Moon proposed, Cllr Barrett seconded:
That the request be APPROVED.
CARRIED unanimously

PER12 **PENSIONS**

Cllr Boyle proposed, Cllr Barrett seconded:
That the missing contributions should be paid directly into the Aviva Workplace Pension
CARRIED unanimously

PER13 **DATE OF NEXT MEETING**

To be agreed.

The meeting closed at

CHAIRMAN