

PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD on Monday
5TH November at The Day Centre, Commercial Road at 6.45 pm

PRESENT: Cllr D Boyle, in the Chair
 Cllrs J Flashman, R. Moon, R. Steward, R. Turk, C. Williams

IN ATTENDANCE: Mrs N Reay, clerk

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

PER8 **MINUTES OF THE PREVIOUS MEETING**
 The minutes of the previous meeting were APPROVED.

PER9 **MATTERS ARISING FROM THE PREVIOUS MINUTES**
 The amended Disciplinary Procedure was attached for consideration.
 Members asked for the following:
 Management Guidelines – which include examples of misconduct
 Structure Diagram to be appended to the procedure
 Clarification of the Disciplinary Appeal process

Cllr Boyle proposed, Cllr Flashman seconded:

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 **ESTATES STAFF – 2019**
 Members considered the request for an additional full time-member of staff for the Estates Team for 2019, plus a summer gardener.

Cllr Boyle proposed, Cllr Steward seconded:
That one extra full time member of staff should be appointed and should have the following skills – DIY/Handyman skills and gardening.

CARRIED 3 in favour, 3 against
 Chairman used his casting vote in favour.

Members agreed that amendments to working hours should be discussed further.

PER11 **STAFF SALARIES FOR 2019/2020**

Members agreed that 2% cost of living rise should be allowed for in the budget.

Cllr Boyle proposed, Cllr Moon seconded:

That an additional sum should be made available to help manage the finances of the Community Centre project.

CARRIED unanimously

PER12 **DATE OF NEXT MEETING**

The next meeting to be held in February 2019

The meeting closed at 7.45 pm.

CHAIRMAN