

**Minutes of the Personnel Committee Meeting held at Sevenoaks Town Council Offices
on Monday 4th April 2016**

Meeting Started: 7.00 p.m.

Meeting Concluded: 8.00 p.m.

Present: Cllr S L Arnold (Chairman), Cllr R J Parry (Vice Chairman), Cllr A S Clayton, Cllr A Eyre, Cllr R L Piper.

Apologies for Absence: Cllr P Towell, Cllr Mrs P C Walshe

In Attendance: Town Clerk

The meeting was not recorded.

1. Requests for Dispensations

There were no requests for dispensations.

2. Declaration of Interests

No Declarations of Interest were made at the meeting.

3. Minutes of the Meeting held on 25th January 2016

RESOLVED: The Minutes were agreed as a true record and signed by the Chairman.

4. Notes of the Staff Meeting held on 26th January 2016.

The following comments and amendments were made in relation to the notes of the staff meeting:-

4. Department Updates / Chief Executive

The Town Council would consider its decision whether to proceed with lease negotiations for the Bat & Ball Station building within the next two weeks...

Stag Rent Review – SDC had agreed to zero rent for the next 5 years.

3G Pitch ...land will not be leased out and remain a Town Council operation.

RESOLVED: To commend the Cemetery Staff on their donation to the Mayor's Charity.

5. Sevenoaks Town Council Staff

- i) Changes in staff since previous Personnel Committee
(FTE staff = 24.83)
- ii) Staff Pensions Report
- iii) Staff Sickness Report

RESOLVED: To note the reports.

6. Chief Executive / Town Clerk's Report

i) Staff References

RESOLVED: Sevenoaks Town Council to have a policy of issuing standard written staff references referring to details of employment only e.g. start and end date of employment and job position.

ii) Delays in Salary Payments

RESOLVED: To note the report and review at the next Personnel Committee meeting.

iii) Holiday Pay for Part Time and Casual Staff

RESOLVED: That a report relating to holiday pay for part time and casual staff be submitted to the next Personnel Committee.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated