

Present

*Cllr F J Hawke – Chairman

*Cllr L M Barnes – Vice-Chairman

#Cllr P F Allen

#Cllr R E Chilcott

*Cllr T de Galleani

*Cllr I A Pritchard

*Cllr S E Thomson

Observers: Cllr M Baillie

Cllr G B F Coles

Cllr R M Lyon

Cllr R F Rendle

*Denotes attendance

#Denotes apology for absence

1. DECLARATIONS OF INTEREST

Cllr de Galleani declared a personal interest in agenda item 6 – Hours of the Market Supervisor.

Proposed: Cllr I A Pritchard

Seconded: Cllr F J Hawke

Resolved: That in view of the confidential nature of business about to be transacted, it was in the public interest that the press and public be excluded and that they be instructed to withdraw.

2. FUTURE PERSONNEL REQUIREMENTS.

The Chairman explained that this agenda item was for members to discuss and decide if future actions were required.

a) Marketing of the Guildhall.

Members discussed the use of the existing staff for the Marketing of the Guildhall and it was suggested Cllr Thomson lead on this as she had a great deal of marketing experience. Cllr Thomson had already made notes on this subject and would consult the office staff and research the subject, particularly in reference to what was being offered by other venues in a 20 mile radius of Dartmouth; in the first instance a report would be presented to the next Personnel Committee meeting.

Proposed: Cllr T de Galleani

Seconded: Cllr L M Barnes

Recommended: That Cllr Thomson talk to the office staff, investigate the marketing of the Guildhall and report back initially to the next meeting of the Personnel Committee.

b) Grounds maintenance

The Chairman explained that this item had been raised at Full Council. The maintenance contract for Longcross and St Saviours (currently £10,300 per annum) and the Community Orchard (£1,400 per annum) was due for renewal in January 2016 and as the County Council no longer cut the grass verges in the Town, members might wish to consider taking both these services in house. This would however involve staffing costs, including pensions, machinery, vehicles and insurance costs. The Chairman of Corporate Property had suggested that an external contractor be used for one more year until further discussions had taken place with South Hams District Council regarding the devolution of services; the Mayor was to meet with the Chief Executive of South Hams District Council on 2nd November 2015.

Proposed: Cllr F J Hawke
Seconded: Cllr S E Thomson

Recommended: That this be held in abeyance until after the meeting with South Hams District Council, when a plan for the future would be put in place. That the Personnel Committee respectfully suggests that the Corporate Property Committee considers a one year maintenance contract for Longcross Cemetery, St Saviour's Churchyard and the Community Orchard from January 2016.

c) Administrative support.

The Chairman reported that no additional clerical support was needed at present; the Town Council had given the Clerk the power to pay additional hours to the book keeper should office cover be required.

Proposed: Cllr L M Barnes
Seconded: Cllr T de Galleani

Recommended: That the book keeper be paid for additional hours should office cover be required.

3. APPRAISAL OF THE OFFICE ADMINISTRATOR .

The Clerk reported that following the successful annual appraisal of the office Administrator, Ruth Searle, it was proposed to increase her pay scale by 2 points, as part of her annual assessment and in recognition of her carrying out extra duties, including civic events and the Mayor's diary and correspondence.

The Chairman reported that he had contacted the Personnel consultants for advice on the Town Council's policies and appraisals and was awaiting a date for a meeting. Following their advice a report would be brought back to the Personnel Committee. It was noted that South West Councils had produced a report on the Town Council's staff and pay rates in June 2010.

Proposed: Cllr I A Pritchard
Seconded: Cllr L M Barnes

Recommended: That South West Councils be asked to produce a new report, to reassess the staff in their jobs and give advice on salaries.

4. MAINTENANCE ASSISTANT

Members discussed the interview panel and date of, the interviews for the above post. The Clerk highlighted the need to consider increasing the pay scale of the Maintenance Manager who would be supervising this new member of staff.

The interview panel would consist of Cllrs Lyon, Thomson and Barnes together with the Clerk and would take place in the second half of October.

5. HOURS OF THE MARKET SUPERVISOR.

Following the annual appraisal of the Market Supervisor and interviews with the Market staff by the Market Management Group, members considered the number of contracted hours for the Market Supervisor.

Proposed: Cllr I A Pritchard
Seconded: Cllr L M Barnes

Recommended: That the contracted hours for the Market Supervisor remain at 15 hours per week, with any additional hours to be recorded through the use of time sheets.