

**Present**

\*Cllr F J Hawke – Chairman

\*Cllr L M Barnes – Vice-Chairman

\*Cllr P F Allen

\*Cllr T de Galleani

\*Cllr I A Pritchard

\*Cllr S E Thomson

Observers: Cllr M Baillie  
Cllr B T Harriss  
Cllr R F Rendle

\*Denotes attendance

#Denotes apology for absence

**1. DECLARATIONS OF INTEREST.**

There were none.

**2. REPORT ON ATTENDANCE AT THE NATIONAL CONFERENCE OF THE SOCIETY OF LOCAL COUNCIL CLERKS BY THE CLERK.**

A report on the Clerk's attendance at the National Conference of the Society of Local Council Clerks had been circulated to members. The Clerk had attended a presentation on Boundary Reviews and members agreed that a Boundary Review request for Dartmouth should be discussed at a future General Purposes Committee meeting. The Chairman asked that the presentation on Dealing with Difficult Relationships be sent out to all members of the Town Council.

**3. TO CONSIDER IN-HOUSE PRODUCTION OF THE TOWN COUNCIL MONTHLY SALARIES.**

A paper on the Town Council's current payroll provider and the services provided had been circulated to members. The Chairman informed the meeting that with the resignation of the current Finance Officer the Town Council should wait to find a replacement member of staff before making changes. Members felt that the current system was efficient and good value.

**Proposed: Cllr I A Pritchard**

**Seconded: Cllr S E Thomson**

**Recommended: That the Town Council continues to employ SGW Payroll to complete the monthly staff payroll.**

**4. STAFFING IMPLICATIONS RE DEVOLVED SERVICES.**

Cllr Allen told the meeting that the Town Council needed, at the very least, to think in general terms of items such as the job descriptions; he had concerns that the percentage of staff costs to the total Town Council budget would be too high.

Members reiterated the resolution from Full Council on 5<sup>th</sup> December that a Special Full Council meeting would need to be called and all Councillors given the opportunity to go through the proposal document line by line.

The Personnel Committee would not be able to discuss this item until they were in receipt of the full staffing implications from Full Council.

**Proposed: Cllr F J Hawke**

**Seconded: Cllr I A Pritchard**

**Recommended: That the Personnel Committee endorse the resolution from Full Council that a Special Full Council meeting be called to analyse the proposal to South Hams District Council in detail regarding the transfer of assets.**

**Proposed: Cllr I A Pritchard**

**Seconded: Cllr P F Allen**

**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.**

**5. TO ARRANGE INTERVIEWS FOR THE POST OF TOWN COUNCIL FINANCE OFFICER.**

Copies of 3 applications for the post of Finance Officer were laid round the table for the members of the Personnel Committee.

The meeting decided that all 3 candidates would be called to interview on Monday 19<sup>th</sup> December 2016. The interview panel would consist of Cllrs, Pritchard, Thomson and Hawke.

**6. TO CONSIDER MOVING THE TOWN COUNCIL STAFF FROM FIXED POINT SALARIES TO SALARY SCALES.**

Copies of the current staff salaries, a report on the staffing structure of the Town Council produced by South West Councils in 2010 and the current National Association of Local Councils pay scales had been laid round the table. The Chairman told the meeting that the subject of moving the Town Council staff from fixed point salaries to salary scales had been raised following the Clerk's Annual Appraisal. Members took away the reports and the current staff salaries but the Clerk reminded the Committee that these items were confidential.

Cllr Barnes told the meeting that staff, on an individual basis, could request a pay rise from the Town Council each year and this would be considered.

Members stated that they would appreciate an explanation of this item from the Mayor and Deputy Mayor who had carried out the Clerk's appraisal.

**Proposed: Cllr L M Barnes**

**Seconded: Cllr I A Pritchard**

**Recommended: That the Town Council staff remain on fixed point salaries and the Personnel Committee await an explanation from the Deputy Mayor at the next meeting.**