

**MINUTES OF THE PERSONNEL COMMITTEE MEETING  
HELD AT THE SESSIONS HOUSE, EASTGATE, LOUTH  
ON TUESDAY 27<sup>th</sup> MARCH 2018**

**Present:** Councillor Mrs. J. Makinson-Sanders (JMS) (in the Chair)

**Councillors:** Mrs. E. Ballard (EB), G.E. Horton (GEH), F.W.P. Treanor (FWPT) and D.E. Wing

**Councillors not present:**

The Town Clerk, Mrs. L.M. Phillips was also present.

**614. Apologies for Absence**

There were no apologies for absence.

**615. Declarations of Interest / Dispensations**

There were no declarations of interest.

**616. Minutes**

Following a proposal by Cllr. Mrs. EB, seconded by Cllr. Mrs. JMS it was **RESOLVED** that the notes of the last meeting held on 20<sup>th</sup> February 2018 be approved as the Minutes.

**617. Suspension of Standing Orders**

Following a proposal by Cllr. Mrs. JMS, seconded by Cllr. Mrs. EB, it was **RESOLVED** to suspend Standing Orders in order that the Personnel Committee meeting could exceed the 3 hour time limit.

**618. Review of Employee Terms, Conditions and Pay Rates**

The Committee noted that contracts, terms and conditions are in place for all current employees and that no information has been received in respect of NJC salary scales 2018/19.

**619. Pension Fund Administration**

Following a proposal by Cllr. DEW, seconded by Cllr. Mrs. EB it was **RESOLVED** to authorise completion of the WYPF Secure Administration User Agreement to make the current Town Clerk the main contact for strategic administration and finance purposes and replace the previous Town Clerk.

**620. Closed Session Item**

Following a proposal by Cllr. Mrs. JMS, seconded by Cllr. DEW it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to Personnel matters. Following a proposal by Cllr. DEW, seconded by Cllr. Mrs. EB it was **RESOLVED** that the previously appointed Deputy Town Clerk's remuneration should commence at LC1 point 23, one extra point having been awarded for an already held, relevant, qualification.

Following a proposal by Cllr. Mrs. EB, seconded by Cllr. Mrs. JMS it was **RESOLVED** that the meeting should move back into open session.

The Meeting Closed at 10.10pm.

Signed \_\_\_\_\_ (Chairman)

Dated \_\_\_\_\_