

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 R F Rendle

*Denotes attendance

#Denotes apology for absence

1. DECLARATIONS OF INTEREST.

There were none.

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

Copies of the agenda for the National Conference of the Society of Local Council Clerks had been circulated to members. The meeting agreed that the Clerk's attendance at this event would be beneficial to both the Clerk and the Council.

Proposed: Cllr T de Galleani

Seconded: Cllr S E Thomson

Recommended: That the Town Council fund the attendance of the Clerk at the National Conference of the Society of Local Council Clerks on 13th, 14th and 15th October 2016.

3. FIRST AID TRAINING FOR STAFF.

Members agreed that 2 or 3 members of staff should receive First Aid Training and the Clerk should ask St John's Ambulance to put on a course at the Guildhall if possible.

Proposed: Cllr L M Barnes
Seconded: Cllr S E Thomson

Recommended: That the Clerk arrange a St John's Ambulance First Aid training course for staff at the Guildhall.

4. GENERAL POWER OF COMPETENCE.

The Committee considered if the Town Council should apply for the General Power of Competence and noted that this would involve a qualification to be taken by the Clerk. A copy of the Statutory Instrument no. 995 had been circulated to members.

Proposed: Cllr S E Thomson
Seconded: Cllr T de Galleani

Recommended: That the Town Council defer applying for the General Power of Competence until a clearer picture of requirements following the devolution of services from South Hams District Council; this to be reviewed in 6 months' time.

5. STAFF UNIFORMS.

Members considered the purchase of a new overcoat for the Town Sergeant. It was noted that the current Town Sergeant's coat was over 20 years old. The Clerk would investigate if a new coat could be purchased from the naval stores at the Britannia Royal Naval College.

6. **PERSONNEL COMMITTEE TO BE INFORMED OF ALL MEETINGS.**

It was noted that a number of meetings took place, in addition to the Council's committee meetings, where a staff member was asked to record minutes or notes. The Personnel Committee agreed that they should be informed of all these meetings so that they could monitor the staff workload.

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

Recommended: That the Personnel Committee be informed of all meetings where the staff are asked to take minutes/notes.

7. **REPORT ON THE WORKS EXPERIENCE PERSON AND WAYS AHEAD FOR THE FUTURE.**

A letter had been received from Dartmouth Academy thanking the Town Council for taking a work experience student for a week in July 2016. Members were pleased that this had been a success and welcomed future opportunities to help local people to experience work in the Council offices.

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

Recommended: That the Clerk organises and arranges future work experience opportunities as they arise for local people from various educational establishments.

8. **ANNUAL APPRAISALS AND SYSTEMS OF FEEDBACK.**

A schedule of all the staff appraisal dates had been circulated to members. The Clerk explained that all members of the Personnel Committee could view completed staff appraisals in the offices if they so wished. Noted.

9. BUDGET AND LINE MANAGEMENT ISSUES ON THE MATTER OF DEVOLUTION OF SERVICES FROM SOUTH HAMS.

The Chairman told members that the issue of the Council staff issuing parking tickets for the Market Square had been referred from the General Purposes Committee. The Market working group would be looking at options for the Market Car Park and the Clerk would investigate if this training would be available to Town Council staff.

The Committee also discussed the Devolution of Services/transfer of assets from South Hams District Council and its implications on the staffing levels for the Town Council. The Clerk would arrange a meeting between senior Councillors and officers from the District Council and the working group. Members felt that the Town Council should seek assurances concerning the Lower Ferry and the Mayors Avenue Car Park.

Proposed: Cllr T de Galleani

Seconded: Cllr L M Barnes

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.

10. QUOTATIONS FOR MANUAL STAFF UNIFORM.

Details of three quotations for manual staff polo shirts, high visibility coats and fleeces with the Town Council crest on, were laid round the table. Members felt that this would be more professional and make staff visible to the public.

Proposed: Cllr T de Galleani

Seconded: Cllr S E Thomson

Recommended: That quotation 3 for £288.96 be accepted.

11. REVIEW OF THE FINANCE OFFICER'S JOB DESCRIPTION AND PAY.

Members noted that in order to cover the financial work at the Tourist Information Centre the Finance Officer would be required to use a Sage Financial Package. There was a backlog of work to be cleared and it was agreed that the Finance Officer would receive extra remuneration for the hours worked at the TIC above her normal pay as recorded in Confidential Minute No. 1/16. This work would be added to the Job Description for the Finance Officer's post and all costs would be recharged to the TIC.

Proposed: Cllr T de Galleani

Seconded: Cllr F J Hawke

Recommended: That the Finance Officer be paid at a higher rate for the TIC accounts work as recorded in Confidential Minute no 1/16.