

Minutes of the Meeting of the Finance and General
Purposes Committee of

Westgate-on-Sea Town Council

on Tuesday 16th January 2018

Held at

11 Ethelbert Square, Westgate-on-Sea, Kent CT8 8SR

Present Cllrs King (Chairman), Nightingale, Mrs P O'Connor

Also in

Attendance Cllr Miss J Cornford, Cllr M Scott, Mrs Gill Gray (Town Clerk), Mr Roy Wade (Locum Town Clerk)

975 **To receive apologies for absence**

Cllr Rolfe, Cllr Mrs S Stewart and Cllr Pennington

976 **Declarations of Interest**

There were none

977 **Minutes**

It was moved by Cllr Mrs P O'Connor and seconded by Cllr Nightingale that the minutes of the meeting of 17th October 2017 be signed and approved as a true record of the meeting

978 **Office Equipment**

Roy Wade reported that an invoice had been received in the sum of £607.68 for the purchase of chairs for the Town Council Meetings, this exceeds the expenditure limit that can be sanctioned by the Town Clerk and therefore it is requested that the Committee ratify the action of the Locum Town Clerk. All Committee Members agreed and ratified the purchase of the chairs by the Locum Town Clerk.

979 **KCC Pension Scheme**

Committee Members were advised of the implications and requirements for entering into the Local Government Pension Scheme and were requested to pass a resolution to commission an actuary report and commence the process for joining the scheme as an employer. All Committee Members agreed. **RESOLVED: That the actuary report be commissioned and the process for joining the Local Government Pension Scheme for Westgate-on-Sea Town Council is carried out by the Town Clerk**

980 **Town Council By-Election**

Roy Wade advised that the invoice for the by-election on 12th October 2017 has been received from TDC in the sum of £5773.55, this will be paid in full.

981 **Appointment of Town Clerk – Contract of Employment**

The Town Clerk left the meeting during the discussion and voting on this item.

The Committee considered the draft Contract of Employment for the Town Clerk which had also been sent to Members of the HR Committee. It was agreed that the draft contract subject to the following amendments be approved and be offered to the Town Clerk:

Clause 9.4, 9.5 (Employees working at home) and 10 (Working at home insurance) be deleted.

Clause 11 the appraisal will be undertaken by the Chairman, Vice Chairman of the Council and the Chairman of the HR Committee. Furthermore, it was agreed that if the Town Clerk was in dispute with the Council it would be referred to the Chairman of the Council and/or the KALC.

Clause 13 additional hours this was deleted as the Town Clerk had confirmed that she would not claim overtime but would take time off in lieu for any additional hours worked. It was further agreed that members of the staff would be required to keep a timesheet.

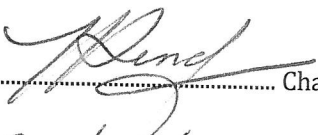
Clause 15.2 Amend effected to affected.

Clause 15.4 "Annual Leave must be taken at times agreed with the Town Clerk's Line Manager, the Chairman of the Council".

In addition to the amendments made to the Town Clerk's Contract the Town Clerk is asked to (produce a policy for Lone Workers and if the Town Clerk is on sick leave she be required to phone the Chairman of the Council before 10am.

982 **Next meeting:** 20th February 2018

The meeting closed at 7.35pm.

Signed  Chairman of Finance and General Purposes Committee

Date 20/2/2018