



# WHITEHILL TOWN COUNCIL



Minutes of the **STAFFING SUB-COMMITTEE** held on Monday 22<sup>nd</sup> January 2018, at 2pm in the **COUNCIL CHAMBER, FOREST COMMUNITY CENTRE, PINEHILL ROAD, BORDON, HAMPSHIRE, GU35 0BS.**

**Members Present:** Cllr A Carew, Cllr M Davison, Cllr Miss S Pond (Vice Chairman) and Cllr Mrs L Webber (Chairman).

**In attendance:** Mrs Andrea Mann, Town Clerk & Minute taker for this meeting and David Melsome, Deputy Town Clerk

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Item	Action
<b>3.034 APOLOGIES – None</b>	
<b>3.035 CHAIRMAN'S ANNOUNCEMENTS – None.</b>	
<b>3.036 CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b> The minutes of the meeting held on 11 <sup>th</sup> December were agreed and signed by the Chairman.  (Proposed by Cllr Miss S Pond, seconded by Cllr M Davison, ALL Members AGREED).	
<b>3.037 STAFFING COMMITTEE WORK SCHEDULE</b> The revised Staffing Committee was discussed and NOTED>	
<b>3.038 MATTERS OUTSTANDING FROM THE STAFFING COMMITTEE 11.12.17</b>  i) Local Government Pension Scheme and National Insurance Contributions calculations – Members AGREED that, due to an incorrect instruction from a former employee in 2015 which had been discovered by the Deputy Town Clerk and noted by the Internal Auditor, an adjustment of £4,103.35 must be paid to HMRC. This will be paid from the Staffing Budget.  (Proposed by Cllr Miss S Pond, seconded by Cllr M Davison, ALL Members AGREED).  ii) Office Space – options were considered under Item 3.040.	
<b>3.039 EXEMPT SESSION</b>  Pursuant to paragraph 1 of Part I of Schedule 12A (as amended) to the Local Government Act 1972 Section it was likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public are present during that item there would be disclosure to them of exempt information relating to an individual.  <b>RESOLVED</b>  (Proposed by Cllr M Davison, seconded by Cllr A Carew, ALL Members AGREED).	



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## **3.040 STAFFING STRUCTURE AND PROPOSED EXPANSION**

REFER TO EXEMPT MINUTES

## **3.041 DATE OF NEXT MEETING**

05.03.18, 2pm.

There being no further business the meeting closed at 3.20pm. During the course of the meeting there were 0 members of the public and 0 members of the Press present.

Signed.....  
Chairman

Date.....