

**Minutes**  
**of the MAYLAND PARISH COUNCIL**  
**PERSONNEL COMMITTEE**  
**meeting held in the Lawling Park Hall**  
**on Tuesday 13<sup>th</sup> October 2015**  
**at 7.05 p.m.**

**Present:** Cllr Evans Cllr Oatham  
 Cllr Massenhove Cllr Pettitt

**Clerk:** Mrs J Massenhove

**1. Appointment of a Chairman**

Cllr Pettitt proposed Cllr Evans as Chairman of the Personnel Committee. Cllr Oatham seconded the proposal. All in favour.

**2. Apologies for Absence**

None.

**3. Declarations of Interests**

Cllr Massenhove declared a pecuniary interest in agenda item 4, Staff Hours, and agenda item 5, Staff Salaries.

**4. Staff Hours**

The Chairman proposed recommending an increase in the Clerk's basic hours to 110 hours per month, plus an additional 5 hours per week to be available as and when needed and agreed with the Chairman. Cllr Pettitt seconded the proposal. 3 in favour, 1 abstained. Cllr Massenhove did not participate in this part of the meeting or vote regarding the Clerk's hours.

Cllr Massenhove proposed recommending a maximum of 100 hours per month between the Groundsman and Caretaker, to include the cleaning of the hall at least twice per week for a maximum of 5 hours per week. The Chairman seconded the proposal, all in favour.

**5. Staff Salaries**

It was agreed that the Caretaker's salary would be increased in line with the increase to its current scale.

Cllr Massenhove proposed recommending that the Groundsman be paid in accordance with SCP 12, backdated to 1<sup>st</sup> January 2015. Cllr Pettitt seconded the proposal. 3 in favour, 1 abstain.

*Cllr Massenhove and the Clerk left the meeting.*

The Chairman proposed recommending the Clerk's salary be incremented to SCP 22 from 1<sup>st</sup> September 2015. Cllr Oatham seconded the proposal. All (three councillors present) in favour.

*Cllr Massenhove and the Clerk re-joined the meeting.*

**The meeting closed at 7.33 p.m.**