

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council  
held in the Town Hall on 18 January 2023**

**Present:**

Chairman: Councillor J Kerr  
Vice Chairman: Councillor P Hussain

Councillors: A Thompson, M Gleadow, M Burke

**In attendance:**

Town Clerk: Matthew Price

**PE32.00 APOLOGIES FOR ABSENCE**

An apology was received from Councillor L Valla (Personal reasons).

**PE33.00 DECLARATIONS OF INTEREST**

None.

**PE34.00 PUBLIC PARTICIPATION**

None.

**PE35.00 MINUTES**

The Minutes of the Meeting held on 10 August 2022, 16 November 2022, 2 December 2022 agreed as a correct record and signed by the Chairman.

**PE36.00 BUDGET REPORT**

The budget report was received and noted.

It was requested that salaries for the TH, NM, GM, FM to be placed on a separate budget heading.

**PE37.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**

**RESOLVED:** that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

**PE38.00 STAFFING MATTERS**

Consideration was given to the following:

**PE38.01 Appointment of Facilities Officer**

Members were in receipt of report on the Facilities Officer role. To agree the recruitment and to consider pay scale and job description

**RESOLVED: PE38.01.01** that the report is received and noted

**PE38.01.02** The Pay Scale be SCP 15-19 agreed and the job description was agreed to be posted on website and other media channels.

**PE38.02 Maternity Cover**

Members were in receipt of report on the Facilities Officer role. To agree the recruitment and to consider pay scale and job description.

Chairman's  
Initials

**RESOLVED: PE38.02.01** that the report is received and noted

**PE38.02.02** The Pay Scale be SCP 1-3 agreed and the job description was agreed to be posted on website and other media channels.

**PE38.03 Staff Pay Scales**  
To consider a verbal report from the Chairman

**RESOLVED: PE38.03.01** that the report is received and noted.

**PE18.04.02** that the Democratic offices pay scale be increased to SCP 14 and back dated to June 2022.

**PE39.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

**RESOLVED:** that the confidential business having been concluded, the Press and the Public be re-admitted to the meeting.

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