

**Minutes of a meeting of the Personnel Committee of Wolverton and Greenleys Town Council, held on Tuesday 17<sup>th</sup> October 2018 at 2.00pm, at Town Hall, Creed Street, MK12 5LY**



**Councillors present:** Councillors Saunders (Chair), Forbes and Hussain

**Also present:** Sally McLellan- Town Clerk

**Absent:** None

The meeting commenced at 2.10pm

PE18/13	<b>Apologies for absence-</b> None.
PE18/14	<b>Declaration of Interest on any matter on the agenda</b> There were no declarations of interest.
PE18/15	<b>Public Question Time</b> There were no questions from members of the public.
PE18/16	<b>Minutes of the meeting on 17<sup>th</sup> September 2018</b> It was <b>RESOLVED</b> to approve the minutes of the Personnel Committee meeting held on 17 <sup>th</sup> September 2018 as a true and correct record.
PE18/17	<b>Salary scale review: Review the salary scale for the Communications Administrator using the revised Job Description and submit the proposed new scale to Full Council for approval</b> The Communications Administrator's role was assessed on the NJC salary scales for local government and it was <b>RESOLVED</b> for this role to be set on points 15-17. The Communications Administrator to be appointed on point 15, which will be increased to point 16 on 1 <sup>st</sup> April 2019 in line with the procedure detailed in the Employee Handbook.

The Chair closed the meeting at 2.35pm

Signed.. *Hilary M. Saunders*

Date.. *5.12.18*