

**Sevenoaks Town Council**  
**Minutes of the Personnel Committee Meeting held on Monday 26<sup>th</sup> March 2018**  
**In the Council Chamber.**

**Meeting Commenced:** 8.16 p.m.

**Meeting Concluded:** 8.32 p.m.

**Present:** Cllr S Arnold Chairman, Cllr R J Parry Vice Chairman, Cllr N Busvine OBE, Cllr A Eyre, Cllr R. Hogarth Deputy Mayor (substitute for Cllr Piper), Cllr S Raikes (substitute for Cllr Mrs Parry), Cllr E Waite, Cllr Mrs P Walshe.

**In Attendance:** Cllr M Canet, Cllr O Schneider

There were no members of the public present. The meeting was not recorded.

**559. Apologies for Absence**

**RESOLVED:** To accept the following apologies for absence from Cllr M Chakowa Mayor, Cllr Mrs R Parry, and Cllr R Piper

**560. Requests for Dispensations**

There were no requests for dispensations.

**561. Declaration of Interests**

There were no Declarations of Interest

**562. Minutes of the Personnel Committee Meeting held on 5<sup>th</sup> February 2018.**

**RESOLVED:** To accept and sign the Minutes as a true record of the meeting.

**563. Staff Annual Pay Rise**

The Committee received and considered the Town Clerk's report.

**RESOLVED:** All staff (not subject to disciplinary action) receive a cost of living pay increase of 1% a further 1% for merit be awarded at the Town Clerk's discretion.

**564. General Data Protection Act (GDPR)**

The Committee received and considered the Town Clerk's report relating to the arrangements being put into place to be as compliant as possible for the introduction of the General Data Protection Act on the 25<sup>th</sup> May 2018.

**RESOLVED:** To note and endorse the actions outlined by the Town Clerk including the setting up of individual town councillors email addresses and use of the Satswana consultancy service.

There being no further business the Chairman closed the meeting.

Signed .....

Chairman

Dated .....