



**Minutes of the meeting of the Personnel Committee  
Held on 17th October 2022 at 6.30pm at the Town Hall**

**Present:**

Cllr A Westby (Presiding)  
Cllr P Leslie    C    Cllr Dale    Cllr Ellis    Cllr R Bond  
Michelle Barron (Town Clerk)

**11.2022) Apologies for absence**

All present

**12.2022) Declarations of Interest**

- a) To consider declarations of interest in respect of items below – None received
- b) To receive any requests for dispensation of Disclosable Pecuniary Interest – None received

**13.2022) Minutes of meeting of the Personnel Committee held on 18<sup>th</sup> July 2022**

On the motion of Cllr Leslie, seconded by Cllr Dale, it was  
**RESOLVED** to accept the minutes of the Personnel Committee meeting held 18<sup>th</sup> July 2022.

**14.2022) Grounds Team Training Courses**

On the motion of Cllr Westby, seconded by Cllr Leslie, it was  
**RESOLVED** to secure a place for one Groundsman to attend the Gravedigging course when next available in Spring.

**15.2022) Budget and Headcount for 2023/4**

Clerk to provide a proposal for December meeting.  
**ACTION: CLERK**

**16.2022 Exclusion of press and public**

On the motion of Cllr Leslie, seconded by Cllr Ellis, it was **RESOLVED** to exclude press and public due to the sensitive nature of matters to be discussed.

**17.2022 Confidential staff matters**

Discussion was held but no action taken at this time.

**18.2022 Grounds Team appointments and pay levels.**

It was agreed that The Clerk would hold appraisals for staff in December and then The Head of Personnel and Vice Chair would hold appraisal for the Clerk.

**ACTION: CLERK AW RB**

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