



**Minutes of the meeting of the Personnel Committee
Held on 29th August 2023 at 6.30pm at the Town Hall**

Present:

Cllr T Ashby (Presiding)
Cllr A Westby Cllr T Taylor Cllr R Bond
Anne Willett (Town Clerk Assistant) – Minute Taker

15.2023) Apologies for absence.

Cllr Tyrer

16.2023) 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

17.2023) Minutes of meeting of the Personnel Committee held on 7th August 2023

On the motion of Cllr T Taylor, seconded by Cllr Westby, it was

RESOLVED to accept the minutes of the Personnel Committee meeting held 7th August 2023.

ACTION: CLERK

18.2023 Public Participation - None present

19.2023) To Appoint the Locum Clerk as Employed for an initial period (3-6 months)

On the motion of Cllr Bond, seconded by Cllr Westby, it was

RESOLVED to appoint Locum Clerk as employed for initial 3 months contract with a one month rolling contract thereafter.

20.2023) Ground Staff Vacancies -

On the motion of Cllr Ashby, seconded by Cllr T Taylor, it was

RESOLVED to elect the Clerk to arrange and attend interviews together with Senior Groundsman John Ketley, Cllr Bond and following the interviews they are delegated to make the appointment until the end of probation period.

ACTION: CLERK

21.2023) Exclusion of Press and Public

On the motion of Cllr Westby, seconded by Cllr T Taylor, it was **RESOLVED** to exclude the press and public due to the sensitive nature of items to be discussed.

22.2023 Contract and employment details for Locum Clerk.

A discussion took place regarding contract and employment details

On the motion of Cllr T Taylor, seconded by Cllr Westby, it was

RESOLVED - to accept and approve the Contract of Employment with the following amendments:- first page add "rolling" monthly. Re-admit **4 Probation** 4.1 and **20 Notice of Termination of**

Personnel Com Mins 29.08.23

Employment 20.2 20.3 20.4 **21 Dispute Resolution** 21.2. Remove Chairman of the Council/Chairman of the Staffing Committee and add "Chairman of the Personnel Committee". Remove Chairman of the Council/Chairman of the Staffing Committee and add "Chairman of Council"

ACTION:CLERK

Meeting closed 7pm