



**Minutes of the meeting of the Personnel Committee  
Held on Monday 18<sup>th</sup> December 2023 at 5pm at the Town Hall**

**Present:**

Cllr T Ashby (Presiding)  
Cllr A Westby   Cllr T Taylor   Cllr E Tyrer  
Sharon Smyth – Town Clerk  
Anne Willett (Town Clerk Assistant) – Minute Taker

**49.2023) Apologies for absence –**

Cllr Bond

**50.2023) 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

**51.2023) Minutes of meeting of the Personnel Committee held on 23rd October 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 on 23rd October 2023

**ACTION: CLERK**

**52.2023 Public Participation** - None present

**53.2023) Exclusion of Press and Public**

On the motion of Cllr Ashby, seconded by Cllr Tyrer, it was,

**RESOLVED** to exclude the press and public due to the sensitive nature of items to be discussed.

**54.2023) Senior Grounds Staff Contract of Employment**

It was suggested when Annual appraisals take place for staff, a review of job description be included as standard.

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

**RESOLVED** - to accept and approve Senior Grounds Staff contract of employment and to make recommendations to Full Council to approve Senior Grounds staff contract of employment.

**ACTION: CLERK**

**55.2023) To Confirm the Permanent Appointment of 2 Grounds Staff, Contracts of Employment & Salaries**

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

**RESOLVED** - to accept and approve the permanent appointment of two Grounds Staff, contracts of employment and salaries and to also make recommendations to Full Council.

**ACTION: CLERK**

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**56.2023) Occupational Health Checks for Grounds Staff -**

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

**RESOLVED** - to approve occupational health checks for Grounds staff and to include Caretakers and Town Clerk to check the basis of the statement this is a legal requirement.

**ACTION: CLERK**

Meeting closed 6.30pm