



**Minutes of the meeting of the Personnel Committee
Held on Monday 8th January 2024 6.15pm at the Town Hall**

Present:

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

57.2023) Apologies for absence –

Cllr Westby, Cllr Bond

58.2023) 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

59.2023) Minutes of meeting of the Personnel Committee held on 18th December 2023

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

RESOLVED to accept the minutes of the Personnel Committee meeting held on 18th December 2023

ACTION: CLERK

60.2023 Public Participation - None present

61.2023) Exclusion of Press and Public

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

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

62.2023) Senior Grounds Staff/Caretaker Contract of Employment

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

RESOLVED - to approve Senior Groundsman amended Contract of Employment

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

RESOLVED - to approve Caretaker draft Contract of Employment

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

RESOLVED - to approve and confirm the permanent appointment of two grounds staff, contracts of employment and salaries.

ACTION: CLERK

63.2023) To Note Staff Appraisals Process

Set dates for staff appraisals

ACTION: CLERK

Meeting closed 6.40pm