



**Minutes of the meeting of the Personnel Committee
Held on Monday 19th February 2024 6pm at the Town Hall**

Present:

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

64.2023) Apologies for absence –

Cllr Bond

65.2023) 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

66.2023) Minutes of meeting of the Personnel Committee held on 8th January 2024

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

RESOLVED to accept the minutes of the Personnel Committee meeting held on 8th January 2024

ACTION: CLERK

67.2023 Public Participation – None Present

68.2023) Exclusion of Press and Public

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

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

69.2023) Staff Matters

The Town Clerk is in the process of reviewing all health and safety procedures. Staffing- An issue with mobile phone charges along with a team safety matter was reported.

ACTION: CLERK

70.2023) Report by Clerk Caretaker Role

The Town Clerk explained there had been no applications received for the role and recommended contracting – out, the advantages being having flexibility, with the onus upon the company to provide an excellent service. The Clerk informed members she had received an interest from a self-employed contractor but would need to advertise this role to enable other Contractors to apply.

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

RESOLVED - to support the recommendation made by the Clerk

ACTION: CLERK

Personnel Com Mins 19.02.24

71.2023) Report by Clerk HR Package

Town Clerk had attended a course provided by Peninsula a national recognised organisation and recommended that ATC subscribe to their service proposal as this would vastly improve the efficiency of our record keeping as well as all areas of staffing, offering good value for money.

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

RESOLVED – to subscribe to Peninsula service proposal for monthly fee of £185.00

ACTION: CLERK

Meeting closed 18.40pm