



Minutes of the meeting of the Personnel Committee
Held on Monday 4th March 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

72.2023) Apologies for absence – Cllr Bond

73.2023) 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

74.2023) Minutes of meeting of the Personnel Committee held on 19th February 2024

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 19th February 2024

ACTION: CLERK

75.2023 Public Participation – None Present

76.2023) 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.

77.2023) Review of Staff Salaries –

The Clerk informed members staff were not on NJC National Joint Council for Local Government Services but recommended it would be an advantage if they were. Staff contracts need to be standardised making all staff report to the Clerk as their Line Manager. The Clerk would redraft each member of staffs' contract and report to the next Personnel meeting with individual salaries.

ACTION: CLERK

The Clerk left the meeting.

78.2023) Recommendations to be made to Full Council on the Permanent Appointment of Town Clerk and review of salary –

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

Resolved- to agree the permanent appointment of Sharon Smyth as Town Clerk and to agree flat rate payment as recommended by National Joint Council for Local Government Services pro rata to SCP 34 and to conduct an appraisal where salary point scale will be reviewed.

ACTION: CLERK

Meeting closed 6.40pm.