



**Minutes of the meeting of the Personnel Committee
Held on Monday 8th April 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

79.2023) Apologies for absence – Cllr Bond

80.2023) 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

81.2023) Minutes of meeting of the Personnel Committee held on 4th March 2024

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

RESOLVED to accept the minutes of the Personnel Committee meeting held on 4th March 2024

ACTION: CLERK

82.2023 Public Participation – None Present

83.2023) 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.

Town Clerk leaves the meeting

84.2023) To Confirm Town Clerk Pay Scale Awarded During Recent Appraisal –

Cllr Ashby informed members that the Town Clerk's appraisal had highlighted just how much had been achieved since taking on her role and stated he was incredibly happy with having a very experienced Clerk and her salary should be increased.

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

RESOLVED – to award Town Clerk a National Pay Scale salary increase

ACTION: CLERK

Town Clerk returns to meeting

85.2023) Draft Staff Contracts – To Include NJC –

The Clerk explained to members the draft contracts for staff originated from the HR Company and contained the latest legislation.

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

Personnel Com Mins 08.04.24

RESOLVED – to accept the amended draft contracts to include the NJC pay scales for all staff members to the nearest increase.

ACTION: CLERK

86.2023) To Receive Feedback from Grounds Person Interviews -

Town Clerk informed members that the applicants for the vacancy had been shortlisted to seven and interviews had taken place the previous Friday. The selected applicant had accepted the offer and was considered to be the best candidate for the role and would fit in with the existing team. On the motion of Cllr Ashby, seconded by Cllr Westby, it was

RESOLVED – to ratify the appointment of applicant for Grounds Person to start 17th April 2024.

ACTION: CLERK

Meeting closed 6.30pm.

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