



**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON 15th MAY 2024 AT 7PM**

Councillors: Cary,, Chicken, Hemmerman, King Smith

Clerk to the Meeting – Kevin Keller

1. To elect a Chair

Cllr Smith nominated Cllr Hemmerman, seconded Cllr Cary. Resolved.

2. Apologies for absence

An apology was accepted from Cllr King

3. Declarations.

- a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring an interest should identify the agenda item and type of interest being declared.

There were no declarations.

- b) To note dispensations given to any member of the council in respect of the agenda items below.

There were no dispensations.

4. To consider the exclusion of the press and public from the meeting on the grounds that confidential information in relation to the employment of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

It was Proposed by Cllr Smith, seconded Cllr Cary that the press and public be excluded. Resolved.

5. To consider the committee's Terms of Reference

Following a discussion and some amendments to the wording, it was Proposed by Cllr Hemmerman, seconded by Cllr Chicken that the revised Terms of Reference be submitted to Full Council for ratification. Resolved.

6. To consider any grievance or disciplinary issues

A grievance had been made by a member of staff. An informal investigation had been carried out by Cllrs. Hemmerman and Smith and a resolution had been reached and agreed by all parties.

7. To consider any staff development needs

The Clerk had completed his CiLCA and it had been submitted for assessment. Given the length of time the Acting Town Clerk had been in post, it was Proposed by Cllr Cary, seconded Cllr Chicken that the Acting Town Clerk now be recognised as Town Clerk whatever the result of his CiLCA submission. Resolved.

The Clerk recommended that the full-time handyman be sent on a Playground Inspection course and a Ride-on Mower course. Proposed Cllr Smith, seconded Cllr Cary. Resolved

8. To consider any relevant committee issues

There were no issues raised.

Signed by the Chairman

9. **Recommendations to Full Council**

That the committee's Terms of Reference be ratified and adopted.

That the Acting Town Clerk now be recognised as Town Clerk.

That the Full-time Handyman be sent on Playground Inspection and Ride-on Mower courses

10. **Date of the next Personnel Committee Meeting**

To be confirmed.

There being no further business to discuss, the Chairman declared the meeting closed at 19:45