



WINCANTON TOWN COUNCIL
DRAFT MINUTES OF THE MEETING OF THE TOWN COUNCIL
PERSONNEL COMMITTEE HELD ON TUESDAY 27th OCTOBER 2020
ONLINE & ZOOM

MEMBERS OF THE PUBLIC: None

MEMBERS OF THE LOCAL PRESS: None.

PROPER OFFICER IN ATTENDANCE: Richard Tyzack Locum Clerk.

MEMBERS PRESENT:

Councillors Ralph (Chair), Tugday, Walters and Vagg.

001 APOLOGIES

Councillor Power

002 TOWN CRIER

The Chair reported the Recruitment Pack had been sent to Cllrs on this committee. She thought it was written in slightly obscure language. Perhaps City ought to be Town and Citizen ought to be Resident. Cllr Walters replied that in days of old this is how it would have been. Cllr Tugday thought it best to check the document out before changing words. The job description was considered fair. Cllr Vagg thought there could be a competition. Cllr Tugday noted there are Town Criers from all over the country. Proposed by Cllr Tugday to approve the pack, seconded by Cllr Vagg. Vote 4 For.

003 TOWN INITIATIVE POST

Chair reported this is not a new post, it is the post that Deputy Clerk gave up in the summer. The proposal is to recruit a new person to take things forward. The application pack could be more explicit over the "what can you bring to the post" to amplify, "what can you bring to the post with reference to the Job description". Proposed by Cllr Tugday to approve the recruitment, seconded by Cllr Walters. Vote 4 For.

004 ABSENCE MANAGEMENT POLICY

Chair asked for comments. Cllr Tugday discussed the process for dealing with a Clerk. He suggested adding in the appropriate place "Chair of Personnel". Chair mentioned that it is important to have this document written in detail and thanked Cllrs for taking the time to scrutinise it. Cllr Walters noted how important it is to have a well worded document as Cllrs could not be blamed for any shortfall. Proposed by Cllr Vagg to move the document back to Full Council, seconded by Cllr Tugday. Vote 4 For.

005 PERSONNEL COMMITTEE TERMS OF REFERENCE

Chair reported she was bringing this document back as there was a small error in the original. The wrong Standing Order (1c) had been stated. It required standing order 3d. Cllr Tudgay read the Standing Order. Standing Order 4d 10 was also read. Proposed by Cllr Tudgay to send back to Full Council, seconded by Cllr Walters. Vote 4 For.

006 STAFFING UPDATE

Chair reported fully on all matters to do with staffing. Moving on she said she had communicated with Occupational Health regarding a member of staff however they had declined the opportunity. She had also communicated fully with South West Councils who advised on what action to take. Council is fulfilling all their obligations. Within Wincanton Town Council contract there is a section under Medical Assessment where the contract requires a member of staff to take part in a Medical Assessment if directed by the employer.

For information Zöe Godden will be starting in post 1st November 18 and 1/2 hrs a week to give support to the Office.

007 DATE OF NEXT MEETING

24th November.

Signed: Date: 24 November 2020

DRAFT