



## WINCANTON TOWN COUNCIL

### EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit.  
and proceed downstairs to outside of the Bear Inn.

### THIS MEETING MAY BE FILMED OR RECORDED

To members of the Personnel Committee: Councillors E Hix, L Ralph, S Shelbourn-Barrow,  
V Vagg and L Walters.

**YOU ARE HEREBY SUMMONED TO A PERSONNEL COMMITTEE MEETING TO BE HELD ON  
MONDAY 21<sup>ST</sup> FEBRUARY 2022 AT 6.00PM IN THE COUNCIL CHAMBER,  
WINCANTON TOWN HALL**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability) Crime & Disorder, Health & Safety and Human Rights.

Members are also reminded of their obligations to declare their interest under the Code of Conduct as defined by regulations made under section 30(3) of the Localism Act 2011 and consideration of requests for Grants of Dispensations in respect of Disclosable Pecuniary interests.

*C Starkie*  
Charlotte Starkie  
Locum Clerk  
15<sup>th</sup> February 2022

### **PUBLIC PARTICIPATION**

Before the meeting, the Chair may allow a public session to enable people to ask questions of the Council and make comments, in accordance with Standing Orders 3e and 3h. Questions are directed to Council and should be restricted to matters on the agenda. Members of the public are not to verbally abuse or harass a member of the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

**AGENDA**  
**PERSONNEL COMMITTEE 21<sup>ST</sup> FEBRUARY 2022 AT 6PM**

**1. APOLOGIES**

To receive any apologies for absence and to approve the reasons given (LGA 1972 s85 (1)).

**2. DECLARATIONS OF INTEREST**

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Wincanton Town Councils Code of Conduct (adopted on 23<sup>rd</sup> September 2019).

**3. MINUTES OF THE PREVIOUS MEETING**

To adopt the minutes of the Personnel Committee meeting held on 25<sup>th</sup> November 2021 as a correct record and to be signed by the Chairman.

**4. TERMS OF REFERENCE**

To consider an amendment to the Terms of Reference for this committee: to remove the sentence that states that “the meeting will be held without press and public present and without public notice as the contents of discussion fall under Standing order 3d”

And replace it with the statement that:

“ the public, non-committee members and members of the press will be excluded from the meeting by an approved resolution when the committee needs to discuss matters that are of a confidential nature” (this is standard practice across all council and committee meetings).

**5. TO CONSIDER AN EXCLUSION OF PRESS AND PUBLIC**

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, to consider a resolution to exclude the non-committee members, the press and public from the meeting for the following reason: to discuss confidential staffing matters.

**6. CONFIDENTIAL STAFFING MATTERS**

- (i) To receive a verbal update on the recruitment of the Town Clerk
- (ii) To receive a verbal update on the recruitment of the Responsible Finance Officer
- (iii) To receive a verbal update on the ongoing support provided by the Locum staff
- (iv) To receive a verbal update on the future of the Project and Development Coordinator role
- (v) To receive a verbal update on other staffing matters including probation periods, development and annual appraisals, including training needs, complaints, welfare and procedures
- (vi) To consider the arrangements around others who have access to the town hall to fulfil functions

**7. DATE OF NEXT MEETING**

The next scheduled meeting of the personnel committee will be held on Monday 20<sup>th</sup> June 2022.