



Wincanton
Town Council



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DRAFT MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD AT 6.00PM ON MONDAY 13TH JANUARY 2025 IN THE COUNCIL OFFICE, WINCANTON TOWN HALL

MEMBERS PRESENT: T Howe (Chairman), H Ellard, K Hearne, D Old and S Wing

PROPER OFFICER IN ATTENDANCE: Emma Curtis – Town Clerk

PUBLIC PARTICIPATION: There were no members of the public in attendance

The meeting opened at 6:00pm.

1. APOLOGIES FOR ABSENCE:

Received from Cllr J Packer.

RESOLVED: It was proposed and unanimously agreed to accept apologies as presented.

2. DECLARATIONS OF INTEREST:

None received

3. MINUTES OF THE PREVIOUS MEETING MONDAY 25TH NOVEMBER:

RESOLVED: It was proposed and agreed to approve the minutes as a true and accurate record of the meeting. Cllr Hearne abstained from the vote. The Chairman duly signed the minutes.

4. 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.

RESOLVED: It was approved and unanimously agreed to enter confidential session.

5. CONFIDENTIAL: SICKNESS MANAGEMENT

To review recent sick leave and Town Council response and management and receive information following return to work interview: Cllrs discussed the handling of recent sick leave and reflected upon any areas which could be improved upon in future. The Clerk provided a verbal staffing and sickness report.

RESOLVED: It was proposed and unanimously agreed to add a budget line to the 2025/2026 budget for monthly team meetings and an annual team building event.

RESOLVED: It was proposed and unanimously agreed to book the Clerk, Deputy Clerk, HR Chairman and Works and Maintenance Supervisor on a Managing Absence course.

RESOLVED: It was proposed and unanimously agreed to arrange RIALTAS training for the Clerk.

RESOLVED: It was proposed and unanimously agreed that appraisals would be held in the coming months with both the Clerk and HR Chairman.

RESOLVED: It was proposed and unanimously agreed to continue with locum support for two outstanding projects until the end of February 2025.

6. CONFIDENTIAL: ADDITIONAL HOURS WORKED

To approve overtime and time accrued during the Clerks absence: Cllrs reviewed timesheets as presented.

RESOLVED: It was proposed and unanimously agreed to approve overtime payments as presented as agreed by Full Council at time and a quarter. It was further approved and unanimously agreed to approve a one off honorarium payment for a staff member.

7. DATE OF NEXT MEETING: The date of the next Personnel Committee Meeting was confirmed as **Monday 3rd March 2025 6.00pm.**

The meeting closed at 6:40pm.