



Wincanton
Town Council



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**DRAFT MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 28TH
JANUARY 2026 AT 7:00PM IN WINCANTON TOWN HALL**

MEMBERS PRESENT: Cllrs D Old (Chairman), N Anderson, H Ellard and D Smith

PROPER OFFICER IN ATTENDANCE: Emma Curtis – Town Clerk

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

1. CHAIRMAN FOR REMAINDER OF 2025/2026:

To note Cllr Old was elected as Chairman by Full Council on Monday 3rd November 2025:
Cllrs formally noted the election of Cllr Old as Chairman for the remainder of the 2025/26 year.

2. ELECTION OF VICE-CHAIRMAN FOR REMAINDER OF 2025/2026:

To elect a Vice-Chairman for the remainder of the 2025/2026 municipal year:
RESOLVED: It was proposed and unanimously agreed to elect Cllr Anderson as the Vice-Chairman for the remainder for the 2025/26 year.

3. APOLOGIES FOR ABSENCE:

Received from Cllrs Hearne and Packer

RESOLVED: It was resolved and unanimously agreed to accept the apologies for absence as presented.

4. DECLARATIONS OF INTEREST:

None received.

5. MINUTES OF THE PREVIOUS MEETING:

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

6. TO CONSIDER AN EXCLUSION OF PRESS AND PUBLIC:

That pursuant to the provision of 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 proposed and unanimously agreed to enter confidential session.

7. CONFIDENTIAL: STAFFING UPDATE

The Clerk provided a verbal staffing update covering several topics. The following resolutions were agreed:

RESOLVED: It was proposed and unanimously agreed to a purchase gift for staff long service and invite employee to the Community Awards evening.

RESOLVED: It was proposed and unanimously agreed to arrange evacuation chair training for Cllrs.

RESOLVED: It was proposed and unanimously agreed to arrange safeguarding training for all members of staff

8. CONFIDENTIAL: APPRAISALS

It was noted that all staff appraisals had been conducted apart from the Town Clerk and Deputy Clerk/RFO which are taking place in the next few days.

9. CONFIDENTIAL: PAY REVIEW

Cllrs considered a pay review request.

RESOLVED: It was proposed and agreed to approve the request as presented to take effect from 1st April 2026.

10. CONFIDENTIAL: JOB DESCRIPTION REVIEWS

The Clerk proposed that due to several changes and job expansion that all staff job descriptions be reviewed.

RESOLVED: It was proposed and unanimously agreed to review all job descriptions with the Clerk collaborating with employees then evaluating with the Personnel Chairman.

11. CONFIDENTIAL: CLOCK WINDER

It was noted that the current clock winder was standing down in March. The Clerk stated a resident had volunteered to undertake the role following a handover.

RESOLVED: It was proposed and unanimously agreed to purchase a thank you gift for the retiring clock winder and to accept the offer from the new clock winder with the Clerk to arrange terms.

12. DATE OF NEXT MEETING:

The date of the next Personnel Committee Meeting was confirmed as **Monday 3rd August 2026.**