



Wincanton
Town Council



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DRAFT MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 15TH MAY AT 7:30PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL

MEMBERS PRESENT: Cllr L Ralph (Chair), Cllr H Ellard, Cllr K Hearne, Cllr E Hix Dawn, Cllr D Old and Cllr D Smith

PROPER OFFICER: Emma Curtis – Town Clerk

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

The meeting commenced at 7:30pm

1. APOLOGIES FOR ABSENCE:

None received.

2. DECLARATIONS OF INTEREST:

None received.

3. MINUTES OF THE PREVIOUS MEETING:

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

4. TO CONSIDER AN EXCLUSION OF PRESS AND PUBLIC:

RESOLVED: It was proposed and unanimously agreed to exclude the press and public for the remainder of the meeting to enable discussion on confidential HR matters.

5. CONFIDENTIAL STAFFING UPDATE:

The Town Clerk provided a verbal report on staffing matters, the office and Community Fridge.

6. CONFIDENTIAL ADMINISTRATION OFFICER RECRUITMENT:

The Administration Officer role was reviewed including the Job Description, Person Specification, salary and hours. It was agreed that the Town Clerk would agree in conjunction with Cllr Ralph and Cllr Ellard a revised Job Description and Person Specification and commence the recruitment process. Cllrs considered the use of an apprenticeship, it was agreed to investigate the scheme and consult with Somerset Skills and Learning with the view to possibly be included in future budgets.

RESOLVED: It was proposed and unanimously agreed to consult with Somerset Skills and Learning to investigate the apprenticeship scheme. It was further resolved that the Town Clerk would revise the Administration Officer Job Description and Person Specification to be agreed with Cllr Ralph and Cllr Ellard and commence the recruitment

process.

- 7. DATE OF NEXT MEETING:** The date of the next Personnel Committee meeting was confirmed as **Monday 17th July 2023.**

The meeting closed at 8:04pm

DRAFT