



Wincanton
Town Council



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**DRAFT MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD AT 7.00PM ON
MONDAY 9TH OCTOBER 2023 IN THE COUNCIL OFFICE, WINCANTON TOWN HALL**

MEMBERS PRESENT: Cllrs T Howe (Chair), H Ellard, K Hearne, D Old and L Ralph

PROPER OFFICER IN ATTENDANCE: Emma Curtis – Town Clerk

PUBLIC PARTICIPATION: There were no members of the public present.

The meeting opened at 7.00pm

1. APOLOGIES FOR ABSENCE:

Received from Cllr Hix

RESOLVED: It was proposed and unanimously agreed to accept the reason for absence as presented.

2. DECLARATIONS OF INTEREST:

None Received

3. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: It was proposed and unanimously agreed to approve the minutes of the meeting held on Monday 17th July 2023 as a true and accurate record. The Chairman duly signed the minutes.

4. TO CONSIDER 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

To receive a verbal report from the Town Clerk:

The Clerk provided a verbal report on all staffing matters.

6. CONFIDENTIAL ADMINISTRATION OFFICER RECRUITMENT

To receive an update on the recruitment of an Administration Officer:

The Clerk gave an update on the recruitment process stating that recruitment would commence again at the beginning of November. Cllrs considered a variety of options to advertise the post.

7. CONFIDENTIAL TOWN CLERK EMPLOYMENT UPDATE

To receive an update on the Town Clerks employment and contract:

The Clerk confirmed, if agreed by Council, it was her intention to commence full time employment in January 2024. The role and ongoing and upcoming tasks were reviewed.

RESOLVED: It was proposed and unanimously agreed to recommend to Full Council that the Clerk commence full time employment from January 2024.

8. CONFIDENTIAL TOWN CLERK APPRAISAL

To confirm a date for the Town Clerks appraisal and Cllrs to undertake appraisal:

The appraisal process was discussed by members.

RESOLVED: It was proposed and unanimously agreed that Cllr Howe and Cllr Ellard conduct the Clerks appraisal on Monday 13th November 2023.

9. DATE OF NEXT MEETING: The date of the next Personnel Committee meeting was confirmed as **Monday 12th February 2024.**

The meeting closed at 7:39pm