



Wincanton
Town Council



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**DRAFT MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY
09th July 2026 AT 7:30PM IN WINCANTON TOWN HALL**

MEMBERS PRESENT: Cllrs N Anderson, K Hearne, J Packer and C Wallis

PROPER OFFICER IN ATTENDANCE: Tracy Dunn – Deputy Town Clerk/RFO

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

PUBLIC PARTICIPATION

None

The meeting began at 7:30pm

1. APOLOGIES FOR ABSENCE

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

C Rodgers – prior commitment

J Eadington – prior commitment

Resolved – Noted.

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.

Cllr Hearne declared an interest in items relating to her with regards to the Monitoring officer and in relation to her personal friendship with The Town Clerk and Administrator

3. MINUTES OF THE PREVIOUS MEETING

To adopt the minutes of the Personnel Committee meeting held on 18th May 2026 as a correct record and to be signed by the Chairman (Appendix 1)

Resolved: To approve the minutes of the Personnel Committee meeting held on 18th May 2026, the Chair 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: to exclude the non-committee members, the press and public from this point forward in the meeting for the following reason: To discuss confidential staffing matters
Unanimous

5. To note Two Decision Notice's issued by the Deputy Monitoring Officer

Noted

6. To consider advice received from external bodies and resolve as appropriate.

Cllrs Anderson, Hearn, and Packer had attended an online team meeting in order to ask for and receive independent expert advice on the agenda items.

Also Present, Tracy Dunn as Deputy Town Clerk to take notes for the purpose of the following formal meeting.

Resolved: to consider the expert advice received from Council HR and Governance Support (CHRGs) under each of the following agenda items.
Unanimous

7. To consider
 - a. the Town Clerk's absence

Resolved:
To follow the external advice, also as included in the Absence Management Policy
1 Abstention due to the interest declared under agenda item 2.

Resolved: that arrangements are made for a business continuity plan
Unanimous

Resolved: That going forward, in the event that any member of staff has any absence of 2 weeks or more, that any equipment, including laptops, phones, tablets are returned to the Office, (locked away and not accessed), for safe keeping and for emails to be directed to another member of staff. This is to provide business continuity and to relieve any pressure on returning members of staff who could otherwise be faced with quantities of unactioned emails.
Unanimous

Resolved: To make arrangements for the collection of equipment
1 abstention due to declared interest.

Resolved: to seek advice from CHRGs regarding welfare checks, as this was not covered during the earlier session.
Unanimous

For transparency and in support of decision making, with regards to agenda items 8 and 9, advice from CHRGS was considered

Agenda items 8 and 9 were then considered.

8. To consider any actions regarding
 - a. the grievance
 - b. Legal advice

Resolved: That there should be no further spend on legal fees relating to the grievance
1 Abstention

9. To consider any items delegated from the Full Town Council meeting on 6th July.

At the Full Town Council meeting on 6th July Council resolved:

To note the flexible working documents and delegate to the Personnel committee

- a. a review of all job roles including hours.
- b. for the personnel committee to either undertake the review or appoint an external provider to undertake the review
- c. to refer back to Full Council with recommendations as necessary as soon as possible

CHRGS advice was that this did not constitute a Statutory Flexible working request.

Resolved: That there was the potential for serious risk of delivery of Council services requiring urgent resolutions and that the Deputy Town Clerk/RFO, in the Clerks absence, authorises net costs up to £5,000 (with the £2,458.15 underspend from the agreed legal fees budget towards it), to appoint CHRGS to carry out and provide reports regarding:

- a. An investigation into the current issues being faced by the Council.
- b. The job reviews including hours.

Unanimous

- 10. DATE OF NEXT MEETING:** To confirm the date of the next Personnel Committee Meeting as soon as CHRGS's report(s) were available.

There being no further business to discuss the meeting closed at 8:22pm

Appendix 1: Detailed Confidential minutes due to the nature of the items discussed.