



Wincanton
Town Council



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EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit.
and proceed downstairs to outside of the Bear Inn.

THIS MEETING MAY BE FILMED OR RECORDED

To Town Cllrs: T Howe (Chairman), H Ellard, K Hearne, J Packer, D Old and S Wing

You are hereby summoned to attend the Personnel Committee Meeting of Wincanton Town Council to be held in **the Council Chamber at Wincanton Town Hall**, Market Place, Wincanton on **Monday 13th January 2025 commencing at 6:00pm** for the purpose of transacting the following business:

Emma Curtis

Town Clerk to Wincanton Town Council

7th January 2025

Meetings and the Public

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.wincantontowncouncil.gov.uk

Before the meeting, the Chair may allow a public session to enable people to ask questions of the Council and make comments, in accordance with Standing Orders 3e and 3h. Members of the public are not to verbally abuse or harass a member of the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.

PUBLIC PARTICIPATION

AGENDA

1. APOLOGIES FOR ABSENCE

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

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 (adopted on 16th May 2022).

3. MINUTES OF THE PREVIOUS MEETING

To adopt the minutes of the Personnel Committee meeting held on 25th November 2024 as a correct record and to be signed by the Chairman (Appendix 1)

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.

5. CONFIDENTIAL: SICKNESS MANAGEMENT

To review recent sick leave and Town Council response and management and receive information following return to work interview

6. CONFIDENTIAL: ADDITIONAL HOURS WORKED

To approve overtime and time accrued during the Clerks absence

7. DATE OF NEXT MEETING: To confirm the date of the next Personnel Committee Meeting as **Monday 3rd March 2025.**