



**Wincanton**  
Town Council



Town Hall  
Market Place  
Wincanton  
Somerset  
BA9 9LD

Tel: 01963 31693

Email: [townclerk@wincantontowncouncil.gov.uk](mailto:townclerk@wincantontowncouncil.gov.uk)

### **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 members of the Personnel Committee:** Councillors T Howe (Chair), H Ellard, E Hix, K Hearne, D Old and L Ralph

**YOU ARE HEREBY SUMMONED TO A PERSONNEL COMMITTEE MEETING TO BE HELD ON MONDAY 9<sup>th</sup> OCTOBER AT 7:00PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability) Crime & Disorder, Health & Safety and Human Rights.

Members are also reminded of their obligations to declare their interest under the Code of Conduct as defined by regulations made under section 30(3) of the Localism Act 2011 and consideration of requests for Grants of Dispensations in respect of Disclosable Pecuniary interests.

**Emma Curtis**  
**Town Clerk**  
**2<sup>nd</sup> October 2023**

### **PUBLIC PARTICIPATION**

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. Questions are directed to Council. 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.

## **AGENDA**

**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence and to approve 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 (May 2022)

**3. MINUTES OF THE PREVIOUS MEETING**

To adopt the minutes of the Personnel Committee meeting held on 17<sup>th</sup> July 2023 as a correct record and to be signed by the Chairman.

**4. TO CONSIDER EXCLUSION OF PRESS AND PUBLIC**

To consider exclusion of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information relating to HR/Personnel matters.

**5. CONFIDENTIAL STAFFING UPDATE**

To receive a verbal report from the Town Clerk

**6. CONFIDENTIAL ADMINISTRATION OFFICER RECRUITMENT**

To receive an update on the recruitment of an Administration Officer

**7. CONFIDENTIAL TOWN CLERK EMPLOYMENT UPDATE**

To receive an update on the Town Clerks employment and contract

**8. CONFIDENTIAL TOWN CLERK APPRAISAL**

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

**9. DATE OF NEXT MEETING:** To confirm the date of the next Personnel Committee meeting as **Monday 12<sup>th</sup> February 2024.**