



DRAFT

Minutes of the Personnel Committee Meeting on Monday 17th February 2020

Present

Chairman: Cllr Singh
Councillors: Beer & Ledger
Officers: Town Clerk (all of meeting excluding item 2.6) & Administrative Assistant (item 2.6)

1. Election of Chair & Vice Chair

Cllr. Singh was duly elected Chairman of the Personnel Committee (proposed by Cllr. Beer; seconded by Cllr. Ledger). Cllr. Ledger was elected Vice Chair (proposed by Cllr. Beer; seconded by Cllr. Singh)

2. Apologies for Absence

Apologies were received from Cllr. Sanham

3. Declaration of Interest

None

4. Public Question Time

There were no members of the public present

5. Confidential Items

The Chairman moved, and the Committee **RESOLVED** that in accordance with the Council's Standing Orders 3(d) the press and public be excluded from the meeting during the discussion of agenda item 20/PER/04 as there was likely to be disclosure of confidential information as matters were being discussed that could identify individuals.

It was proposed by Cllr Beer and seconded by Cllr Ledger that Standing Orders be suspended to change the order of business and allow the Committee to deal first with agenda item 2.6 regarding the Clerk's employment. Members **RESOLVED** to unanimously agree to the suspension and the Clerk left the meeting for this item, which was minuted by Stephanie Hidson-Jones. The Clerk returned and continued to minute, once the item concerning her had been dealt with.

Staffing Matters

The Committee considered the Report on Staffing and **RESOLVED** to recommend to full Council approval of the seven recommendations in the

Report, subject to an amendment to one of the Job Descriptions attached thereto.
(moved Cllr. Ledger; seconded Cllr. Beer)

The meeting ended at 7.58pm

Chairman: _____

Dated: _____