

**Minutes of Personnel Committee  
Tuesday, 4th April 2023**

**Present:**

**Chairman:** Cllr. A. Singh

**Councillors:** Cllrs. K. Beer, J. Russell & A. Singh

**In attendance:** Town Clerk

**Public:** None

**1. Apologies for absence**

Apologies for absence were received from Cllrs. D. Haggerty & D. Ledger

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Personnel Committee meeting, held on Monday, 29 November 2021. (moved Cllr. Russell, seconded Cllr. Beer)

**4. Public Question Time**

None.

**Confidential Items**

The Chairman moved that in accordance with the Council's Standing Order 1(d) press and public would be excluded from the meeting during the discussions of items 5 & 6 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual.

**5. Staffing**

The Town Clerk reported that appraisals had been carried out with all officers. Whilst workloads were high, moral was good and due the wide-ranging and complementary skill sets across the team, optimal delivery was being achieved for the town.

Members **RESOLVED** to note the report and asked that their thanks be noted for the hard work of all the officers. (moved Cllr. Singh, seconded Cllr. Beer)

**6. Town Clerk's Appraisal**

Members carried out the appraisal of the Town Clerk and commended her on the manner in which the Council had been transformed over recent years by consistently demonstrating good governance, financial propriety, strong leadership and delivery of many projects by the cohesive team that had been built. Members **RESOLVED** to note the appraisal. (moved Cllr. Singh, seconded Cllr. Beer)

Meeting closed at 13.24pm

Chairman: \_\_\_\_\_



Date: \_\_\_\_\_

8 January 2024