

**Minutes of Personnel Committee
Monday, 8th January 2024**

Present:

Chairman: Cllr. A. Singh

Councillors: Cllrs. K. Beer, Hartnell & Ledger

In attendance: Town Clerk

Public: None

1. Election of Chairman

Cllr. Singh was duly elected Chairman of this committee for the municipal year 2023-24 (moved Cllr. Hartnell, seconded Cllr. Ledger)

2. Election of Deputy Chairman

Cllr. Beer was duly elected Deputy Chairman of this committee for the municipal year 2023-24 (moved Cllr. Hartnell, seconded Cllr. Ledger)

3. Apologies for absence

Apologies for absence were received from Cllr. Dyke. No reason was given so the absence could not be approved by Members.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Personnel Committee meeting, held on Tuesday, 4 April 2023. (moved Cllr. Beer, seconded Cllr. Singh)

5. Public Question Time

None.

Confidential Item

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 item 6 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual.

6. Town Clerk's Appraisal

Members carried out the annual appraisal of the Town Clerk and commended her on the manner in which she managed her team to ensure the Council's continued effective governance, sound financial management, good engagement with the community and delivery of the various events and projects in the town which had led to the attainment of the Local Council Quality Award, in December 2023.

As part of the work to ensure that the good work continued and the Council's good reputation was maintained, Members **RESOLVED** that a recommendation should be brought to Council that all councillors undertook further training on the Civility and Respect Pledge. (moved Cllr. Hartnell, seconded Cllr. Ledger)

Meeting closed at 6.45pm

Chairman: _____

Date: _____