

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Personnel Committee held on Monday, 15<sup>th</sup> January 2023, starting at 7.35 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/01/24**      **Record of Members Present**  
The following councillors were present: Councillors Baker (Chairman), J Whittaker and R Whittaker.
- 02/01/24**      **Apologies for Absence**  
There were no apologies, because all members of the Committee were present.
- 03/01/24**      **Declarations of Interest & Dispensations**  
(i) Councillor J Whittaker declared a personal interest in Item 5 - Administrative Assistant, because he knew one of the candidates.  
(ii) No dispensations had been granted.
- 04/01/24**      **Clerk's Report**  
**Minute 05/12/23 Staffing** - The Clerk had drawn-up a draft job description, person specification and job advert for the post of Groundsperson.  
  
**Minute 06/12/23 Administrative Assistant** - The Clerk had amended the Person Specification.  
  
Proposed by Councillor Baker and seconded by Councillor R Whittaker  
- **It was resolved that the report be noted.**  
  
**It was then resolved that due to the confidential nature of the next item to be discussed both the press and public be temporarily excluded from the meeting** - Proposed by Councillor Baker and seconded by Councillor J Whittaker.
- 05/01/24**      **Administrative Assistant**  
The Clerk had received several applications for the post of Administrative Assistant and provided each member of the Committee with a copy of them, The Committee shortlisted who they would like to invite for interview, and then looked at a draft set of interview questions. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the Clerk should:**  
**(i) Invite the candidates identified for an interview on Thursday, 25<sup>th</sup> January 2024. (ii) It would involve Councillor Baker, R Whittaker and the Clerk. (iii) First references would be taken up prior to the interview. (iv) The interview questions be amended.**
- 06/01/24**      **Groundsperson**  
At the last meeting of the Personnel Committee it was agreed that the Clerk would draw up a draft job description, a person specification and a job advert for the post of Groundsperson. Members of the Committee were provided with a copy of them, and several amendments were suggested for the Clerk to make. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the vacancy should be advertised on the Council's notice board, Facebook page and website - with a closing date of Wednesday, 7<sup>th</sup> February 2024.**

- 07/01/24**      **Staff Appraisals**  
The Clerk informed members of the Committee that he was due to carry out staff appraisals on Tuesday, 16<sup>th</sup> January 2024. Proposed by Councillor Baker and seconded by Councillor R Whittaker - **It was resolved that this be noted, however the Clerk's appraisal should be deferred.**
- 08/01/24**      **Date, Time & Place of Next Meeting**  
The next meeting of the Personnel Committee is due to be held on Monday, 15<sup>th</sup> February 2024, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the information be noted.**
- 09/01/24**      **Closure of Meeting**  
The Chairman declared the meeting closed at 9.18 pm.