

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee held on Monday, 14th March 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/03/22** **Election of Chairman / Chairwoman**
Proposed by Councillor Brumby and seconded by Councillor Stewart - **It was resolved that Councillor Cooper should be elected as Chairman of the Personnel Committee.**
- 02/03/22** **Record of Members Present**
The following councillors were present: Councillors Cooper (Chairman), Brumby & Stewart.
- 03/03/22** **Apologies for Absence**
There were no apologies, because all members of the Committee were present.
- 04/03/22** **Declarations of Interest & Dispensations**
(i) There were no declarations of interest.
(ii) No dispensations had been granted.
- 05/03/22** **Clerk & RFO**
Each member of the Committee was provided with a draft copy of the contract of employment found on the Council's computer and also a model contract of employment for a clerk and the former was amended to take into account the latter. The Clerk left the room whilst a decision was made by the Committee. Proposed by Councillor Brumby and seconded by Councillor Stewart - **It was resolved that a recommendation be made to Full Council to approve the revised contract of employment for the Town Clerk & RFO.**
- 06/03/22** **Probationary Period**
The Clerk informed the Committee that the Groundsperson's probationary period had now come to an end and they had to decide whether or not to confirm them in post, therefore he provided some feedback on the work of the Groundsperson during the probationary period. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that a recommendation should be made to Full Council to confirm Mr S Quantrill in post as the Groundsperson.**
- 07/03/22** **Training**
The Clerk had provided each member of the Committee with details of the professional qualifications available for Clerks via the Society of Local Council Clerks, including the Introduction to Local Council Administration (ILCA), the Financial Introduction to Local Council Administration (FILCA), and the Certificate in Local Council Administration (CiLCA). Proposed by Councillor Cooper and seconded by Councillor Stewart - **It was resolved that the information be noted, and the Clerk carry out further research on him doing a professional qualification and then come back to the Committee.**

08/03/22 **Date, Time & Place of Next Meeting**

The next meeting of the Personnel Committee is due to be held on Monday, 16th May 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Brumby and seconded by Councillor Stewart - **It was resolved that the information be noted.**

09/03/22 **Closure of Meeting**

The Chairman declared the meeting closed at 7.55 pm.