

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee held on Monday, 18th December 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

Prior to the start of the meeting the Chairman of the Personnel Committee formally acknowledged the recent passing of Councillor Stewart, who had been a member of the Personal Committee.

01/12/23 **Record of Members Present**

The following councillors were present: Councillors Baker (Chairman), J Whittaker and R Whittaker.

02/12/23 **Apologies for Absence**

There were no apologies, because all members of the Committee were present.

03/12/23 **Declarations of Interest & Dispensations**

- (i) No declarations of interest were made.
- (ii) No dispensations had been granted.

04/12/23 **Clerk's Report**

Minute 07/07/23 Staff Appraisals - The Clerk still had to put before Full Council recommendations from the Personnel Committee that it should purchase a better scanner and a storage cupboard for the Office.

Minute 06/11/23 Co-option Policy & Procedure - Full Council had agreed with the recommendation made by the Personnel Committee to approve the amended Co-option Policy & Procedure.

Minute 09/11/23 Wages & Salaries - Full Council had agreed with the recommendation made by the Personnel Committee that the wages for the Town Clerk & RFO, Groundsperson and Cleaner be continued to be paid in accordance with the NJC Pay Scale for 2024 / 2025.

Minute 10/11/23 Precept - Full Council had not yet discussed the precept, however the amounts recommended by the Personnel Committee had been taken into account by the Clerk when calculating the precept for 2024 / 2025.

Proposed by Councillor J Whittaker 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 J Whittaker and seconded by Councillor R Whittaker.

05/12/23 **Staffing**

The Clerk informed members of the Committee that the member of staff had now informed him that they intended to retire, so there was a need to recruit a new Groundsperson. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the Clerk should draw-up a draft job description, person specification and job advert for the post of Groundsperson.**

06/12/23 **Administrative Assistant**

At a meeting of the Full Council held on Tuesday, 5th December, it agreed with the recommendation made by the Personnel Committee that the Clerk should receive help with administration for six hours per week for six months. The Clerk therefore provided each member of the Committee with a draft job description, person specification and job advert for them to consider.

(i) **Job Advert** - Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the Job Advert be approved and the vacancy advertised on the Council's notice board, Facebook page and website, and also with ERNLLCA - with a closing date of Monday, 8th January 2024.**

(ii) **Job Description** - Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the Job Description be approved.**

(iii) **Person Specification** - Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the Person Specification be approved subject to the suggested amendments being made.**

07/12/23 **Date, Time & Place of Next Meeting**

The next meeting of the Personnel Committee is due to be held on Monday, 15th January 2024, at 7.30 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Baker and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

08/12/23 **Closure of Meeting**

The Chairman declared the meeting closed at 7.58 pm.