

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee held on Monday, 4th March 2024, starting at 3.30 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/03/24** **Record of Members Present**
The following councillors were present: Councillors Baker (Chairman), J Whittaker and R Whittaker.
- 02/03/24** **Apologies for Absence**
There were no apologies, because all members of the Committee were present.
- 03/03/24** **Declarations of Interest & Dispensations**
(i) No declarations of interest were made.
(ii) No dispensations had been granted.
- 04/03/24** **Minutes of the last Meeting**
The minutes of a meeting of the Personnel Committee Thursday, 15th February 2024, had been circulated prior to the meeting. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the minutes be approved as a correct record.**
- 05/03/24** **Clerk's Report**
Minute 06/02/24 Administrative Assistant (i) Confirmation of Appointment - The Clerk had sent Mrs Boyall a letter offering her the job of Administrative Assistant and she had accepted and already started her employment with the Council.

Minute 06/02/24 Administrative Assistant (ii) Contract of Employment
- The Clerk had amended the contract of employment for the Administrative Assistant and given it to the new member of staff.

Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the Clerk's Report be noted.**

It was then resolved that due to the confidential nature of the next two items to be discussed that both the press and public be temporarily excluded from the meeting - Proposed by Councillor Baker and seconded by Councillor J Whittaker.
- 06/03/24** **Groundsperson / Hanging Basket Waterer**
The Clerk had advertised the vacancy for a Groundsperson / Hanging Basket Waterer on the Council's notice board, Facebook page and website. He provided members of the Personnel Committee with copies of the applications he had received for their consideration. Proposed by Councillor R Whittaker and seconded by Councillor J Whittaker - **It was resolved that the Clerk should invite an applicant to be interviewed for the post of Groundsperson on a date and time to be agreed in due course.**
- 07/03/24** **Staff Appraisals**
The Committee discussed arranging a date for the Clerk's Appraisal. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the Clerk's Appraisal be delayed until a future meeting.**

08/03/24 **Date, Time & Place of Next Meeting**

The next meeting of the Personnel Committee is due to be held on Monday, 11th March 2024, at 6.30 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

09/03/24 **Closure of Meeting**

The Chairman declared the meeting closed at 4.20 pm.