



EPWORTH TOWN COUNCIL

PERSONNEL COMMITTEE

Local Government Act 1972 section 101

Committee members:

Cllr Harm (Committee Chairman) Cllr Mitchell Cllr J Whittaker

Cemetery Lodge
Burnham Road
Epworth
Doncaster
North Lincolnshire
DN9 1BY

Minutes of a meeting of the Personnel Committee of Epworth Town Council held on **Monday June 3rd 2019 at 7pm** at Cemetery Lodge

Tel: (01427) 872086

1. **To elect** a new Committee Chairman; Cllr J Whittaker proposed Cllr Harm, seconded by Cllr Mitchell. **RESOLVED** Cllr Harm Committee Chairman.
2. **To record** the names of members present. Cllrs Harm, Mitchell & J Whittaker.
3. **To receive apologies** for absence. All present.
4. **To receive Declarations of Interest by any member of the Committee** in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. (*Localism Act 2011 Code of Conduct*). None declared.
5. **To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). None requested.
6. **To receive** the DRAFT contract of employment for the assistant clerk for approval and confirmation of the start date for employment. Minor amendments made to DRAFT document. Proposed by Cllr Harm seconded by Cllr Mitchell **RESOLVED** clerk to send out documents with copies of Grievance and Disciplinary policies (as stated in contract) with start date of June 20th 2019. First review scheduled after 13 weeks of employment. Query eventual payment of salaries through BACS system. NOTED: clerk and assistant to work duplicate hours until assistant clerk ready to work alone. New laptop computer purchased, still require "office" package on computer; Finance Committee arrangement to seek advice from IT Advisor on secure storage of data and encryption. New chair still to be organised.
7. **To receive** copies of the clerks hours for approval. February work sheet and hours presented to committee members. **RESOLVED** clerk to circulate further work/hours sheets to committee for signature by committee chairman.
8. **To record** the closure of the meeting at 7.50pm.

cm04.06.19

Clerk: Caroline Maguire 01427 872086 answer phone
Mobile: 077343 86628 9 a.m. – 5.00 p.m. Monday – Friday
E-mail: epworth.council@btconnect.com



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DRAFT

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