

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Personnel Committee held on Monday, 11<sup>th</sup> March 2024, starting at 6.30 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 10/03/24**      **Record of Members Present**  
The following councillors were present: Councillors Baker (Chairman), J Whittaker and R Whittaker.
- 11/03/24**      **Apologies for Absence**  
There were no apologies, because all members of the Committee were present.
- 12/03/24**      **Declarations of Interest & Dispensations**  
(i) No declarations of interest were made.  
(ii) No dispensations had been granted.
- 13/03/24**      **Clerk's Report**  
There was nothing to report.
- It was then resolved that due to the confidential nature of the next item to be discussed that both the press and public be temporarily excluded from the meeting** - Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker.
- 14/03/24**      **Groundsperson**  
**(i) Confirmation of Appointment** - The Clerk had invited the candidate identified for an interview on Wednesday, 6<sup>th</sup> March 2024, and involved Councillor J Whittaker, R Whittaker and the Clerk. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that Mr P Haywood be appointed as a permanent Groundsperson for 11 hours per week (October to March) and 18.5 hours per week (April to September) - subject to satisfactory references and a probationary period.**
- (ii) Contract of Employment** - The Clerk provided each member of the Personnel Committee with a draft copy of the contract of employment for the Groundsperson for them to discuss. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the contract of employment for the Groundsperson be approved - subject to the suggested amendments being made.**
- 15/03/24**      **Date, Time & Place of Next Meeting**  
The date, time and place of the next meeting of the Personnel Committee will be confirmed by the Clerk in due course. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that this be noted.**
- 16/03/24**      **Closure of Meeting**  
The Chairman declared the meeting closed at 6.54 pm.