



EPWORTH TOWN COUNCIL

## PERSONNEL COMMITTEE

Local Government Act 1972 section 101

Committee members:

Cllr Harm Committee Chairman; Cllrs Garner, Finch, & Stewart

Minutes of a meeting of the Personnel Committee of Epworth Town Council held remotely via "zoom" on Monday July 20th, 2020 at 8pm

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*In view of the confidential nature of the business concerning members of staff or legal issues about to be transacted, it is advisable and in the public interest that the press and public be temporarily excluded, and they are asked to withdraw under the terms of the Public Bodies (Admission to Meetings) Act 1960 and of Standing Orders. THE COMMITTEE MAY RESOLVE to exclude members of the press and public for the following agenda:*

1. **To record** the names of members present. Cllr Harm Committee Chairman, Cllrs Stewart, Finch & Garner.
2. **To receive apologies** for absence, all present.
3. **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.
4. **To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). None requested.
5. **To look** at staffing re the clerk, hours, and workload (ref full council minute 28.07.20(d):

**NOTE:** clerk submitted schedule of 10.5 additional hours for June which the committee approved, schedule to be signed by committee chairman.

Following discussion, proposed by Cllr Stewart seconded by Cllr Garner **RESOLVED** propose to full council that the council advertise for an Assistant Clerk on a short term/rolling contract (subject to extension by agreement) for 12 hours per week over 2 days, salary commensurate with experience and current National schedule (figure to be confirmed)

Further **RESOLVED** to advertise for replacement clerk before Christmas 2020 to take up position January February 2021 to work alongside clerk to take on the role.

Proposals to full council August agenda.

**To record** the closure of the meeting at 8.32pm.

cm21.07.20

J. Whiteaker  
4/8/20

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