

**MINUTES OF THE
PERSONNEL SUB-COMMITTEE MEETING
HELD ON 12TH FEBRUARY 2021**

Present: Councillor P Graham (In the Chair)

Councillors J Hawkins, J Martin, K Miles, D Owen, N Slade and
M Whybrow

Also Present: The Town Clerk, RFO and Administration Assistant

1 **Apologies**

There were none.

2 **Declarations of Interest**

There were none declared.

3 **Minutes of the Personnel Sub-Committee meeting of 4th February 2021**

It was

PROPOSED BY: Councillor M Whybrow

SECONDED BY: Councillor D Owen and

AGREED – That the minutes of the meeting held on 4th February 2021 be approved as a correct record of the meeting.

Voting:

For 5 Against 0 Abstain 0 **The motion was carried.**

It was then

PROPOSED BY: Councillor D Owen

SECONDED BY: Councillor K Miles and

RESOLVED - That in accordance with Part I of Schedule 12A to the Local Government Act 1972, the press and public be excluded from the meeting for debate of this item by reason of the confidential nature of the business relating to individuals.

Voting:

For 5 Against 0 Abstain 0 **The motion was carried.**

Councillors J Martin and J Hawkins joined the meeting at this juncture.

5 **Staff Recruitment**

Members discussed the internal appointments of the Town Clerk & RFO and the Plans & Works Clerk.

Town Clerk & RFO

Following discussions with the internal candidate it was

PROPOSED BY: Councillor M Whybrow
SECONDED BY: Councillor D Owen and

RECOMMENDED – That:

- 1 The present RFO be promoted to the position of Town Clerk & RFO.
- 2 The job offer and salary to be discussed at the next personnel sub-committee meeting following which a formal offer be sent in writing to the RFO.

Voting:

For 7 Against 0 Abstain 0 **The motion was carried.**

Plans & Works Clerk

Following discussions with the internal candidate it was

PROPOSED BY: Councillor K Miles
SECONDED BY: Councillor J Hawkins and

RECOMMENDED – That:

- 1 The present Administration Assistant be promoted to the position of full-time Plans and Works Clerk.
- 2 The job offer and salary to be discussed at the next personnel sub-committee meeting following which a formal offer be sent in writing to the Administration Assistant.

Voting:

For 7 Against 0 Abstain 0 **The motion was carried.**

Councillor David Owen left the meeting at this juncture.

It was then

PROPOSED BY: Councillor J Martin
SECONDED BY: Councillor J Hawkins and

AGREED – That:

- 1 The part-time Finance Clerk and part-time Administration Assistant job descriptions be brought back to the next personnel sub-committee meeting for discussion.
- 2 The chairman of the personnel sub-committee, the chairman of the F&GP committee and the town clerk would conduct the interviews.

Voting:

For 6 Against 0 Abstain 0 **The motion was carried.**

Date of next meeting: Friday 19th February at 14.00 hrs

Meeting ended at 15.15 hrs