

**MINUTES OF THE**  
**PERSONNEL SUB-COMMITTEE MEETING**  
**HELD ON 4<sup>TH</sup> FEBRUARY 2021**

**Present:** Councillor P Graham (In the Chair)  
Councillors J Hawkins, J Martin and M Whybrow

**Also Present:** Councillors K Miles, D Owen and N Slade

1 **ELECTION OF CHAIRMAN**

It was

**PROPOSED BY:** Councillor M Whybrow

**SECONDED BY:** Councillor J Martin and

**AGREED** – That Councillor P Graham be elected as Chairman of the Personnel Sub-Committee for the ensuing civic year.

**Voting:**

For 4 Against 0 Abstain 0 **The motion was carried.**

**Councillor P Graham in the chair.**

2 **APOLOGIES**

There were none.

3 **DECLARATIONS OF INTEREST**

There were none declared.

It was then

**PROPOSED BY:** Councillor J Martin

**SECONDED BY:** Councillor M Whybrow 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 4 Against 0 Abstain 0 **The motion was carried.**

4 **Town Clerk and Plans & Works Clerk**

Members discussed the appointment of a Town Clerk and Plans & Works Clerk following the retirement of the current incumbents in May 2021 and other related issues, as referred by Council at its meeting held on 28<sup>th</sup> January 2021.

Councillor Jim Martin thanked the Town Clerk for her contribution to the Council and the Town for her work as Town Clerk over the past years and wished her well in her retirement.

After lengthy discussion it was

**PROPOSED BY:** Councillor M Whybrow  
**SECONDED BY:** Councillor J Martin and

**RECOMMENDED** – That:

- 1 The position of the present Town Clerk be combined into the role of Town Clerk and RFO.
- 2 The part time Plans & Works Clerk's position be made into a full-time role to encompass additional roles.
- 3 A part-time experienced Finance Clerk to be recruited.
- 4 A part-time Administration Clerk to be recruited.
- 5 The two posts to be advertised to internal candidates in the first instance.

**Voting:**

For 4 Against 0 Abstain 0 **The motion was carried.**

**Councillor David Owen left the meeting during the discussion on the following proposal.**

It was then

**PROPOSED BY:** Councillor M Whybrow  
**SECONDED BY:** Councillor J Martin and

**AGREED** – That Councillors K Miles, D Owen and N Slade be co-opted to the Personnel Sub-Committee for the ensuing civic year.

**Voting:**

For 4 Against 0 Abstain 0 **The motion was carried.**

It was further

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

**AGREED** – That members of the Personnel Sub-Committee undertake Equality and Diversity training.

**Voting:**

For 4 Against 0 Abstain 0 **The motion was carried.**

**Next meeting to be held via Zoom on Friday 12<sup>th</sup> February at 14.00 hrs.**

Meeting ended at 15:21 hrs