

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Personnel Committee held on Tuesday, 16<sup>th</sup> July 2024, at 6.30 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/07/24**      **Record of Members Present**  
The following councillors were present: Councillors J Whittaker (Chairman), Baker and R Whittaker.
- 02/07/24**      **Apologies for Absence**  
There were apologies from Councillor Butler - other commitments.
- 03/07/24**      **Declarations of Interest & Dispensations**  
(i) No declarations of interest were made.  
(ii) No dispensations had been granted.
- 04/07/24**      **Clerk's Report**  
There was nothing to report.
- It was then resolved that due to the confidential nature of the next three items to be discussed that both the press and public be temporarily excluded from the meeting** - Proposed by Councillor R Whittaker and seconded by Councillor Baker.
- 05/07/24**      **Administrative Assistant**  
Members of the Committee received feedback on the work of the Administrative Assistant and considered if there was a need to extend their contract of employment. Proposed by Councillor Baker and seconded by Councillor R Whittaker - **It was resolved that a recommendation should be made to Full Council that the Administrative Assistant's contract of employment be extended by a further six months.**
- 06/07/24**      **Staff Appraisals**  
Members of the Committee were provided with a copy of the Clerk's Appraisal prior to the meeting, and the Clerk left the meeting whilst this it was discussed. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the item be deferred to a future meeting.**
- 07/07/24**      **Items Raised By Councillors**  
**(i) Cleaner's Hours** - Members of the Committee discussed the possibility of extending the number of hours worked by the Cleaner. Proposed by Councillor R Whittaker and seconded by Councillor Baker - **It was resolved that a recommendation should be made to Full Council that the Cleaner's hours be increased to from 64hour per year to 78 hours per year.**
- 08/07/24**      **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 R Whittaker - **It was resolved that this be noted.**
- 09/07/24**      **Closure of Meeting**  
The Chairman declared the meeting closed at 7.01 pm.