

Whitchurch Town Council

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PERSONNEL COMMITTEE

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 10th SEPTEMBER 2020 AT 8pm

Held online via Zoom due to the Coronavirus Pandemic lockdown

Present:

Cllrs: S. Hamlyn, L. Broders, A. Chesters, and S Radford.

In attendance:

Cllr Duffy, ex officio

Zoë Dean – Town Centre Manager/Assistant Town Clerk

10. Apologies

Cllr Shepherd – work commitment

11. Declaration of Interest

None.

12. Minutes

After a proposal from Cllr Shepherd, seconded by Cllr Hamlyn,
It was **PERS/05/2021 RESOLVED** to accept and sign the minutes from the
Personnel Committee meeting held on 9th July 2020 as an accurate record.

13. Public Participation

No members of the public were present.

14. Confidential Business

After a proposal from Cllr Chesters, seconded by Cllr Broders,
It was **PERS/06/2021 RESOLVED** that under the Public Bodies (Admissions to
Meetings) Act 1960, the public and press be excluded for the remainder of the
meeting because of the likely disclosure of private and confidential information of
staff members.

A reminder to those present that no recording should take place of confidential items
in Personnel Committee & the recorder was switched off.

15. Payment of Hours Accrued

Following a proposal from Cllr Chesters, seconded by Cllr Radford,
It was **PERS/07/2021 RESOLVED** to pay the 40.5 accrued hours at the basic
payrate.

16. Part-time Administrative Assistant

Committee noted that they were unable to pursue this item without a case from the
Town Clerk. It was agreed to defer this item to the next Personnel Meeting in view of
the current financial circumstances.

17. Personnel Issues

There were none.

18. Staff Performance Issue

The committee discussed a performance issue.

Meeting Closed at 8.25pm

Signed: Date:

DRAFT