

# Whitchurch Town Council

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## PERSONNEL COMMITTEE

### MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 10<sup>th</sup> DECEMBER 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 – Acting Town Clerk

#### 41. Apologies

No apologies received.

#### 42. Declaration of Interest

None received.

#### 43. Minutes

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters.  
It was **PERS/19/2021 RESOLVED** to accept and sign the minutes from the Personnel Committee meeting held on 12<sup>th</sup> November 2020.

#### 44. Public Participation

No members of the public were present.

#### 45. Confidential Business

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters,  
It was **PERS/20/2021 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.

#### 46. Staff Matters

- a) After a proposal from Cllr Hamlyn, seconded by Cllr Chesters,  
It was **PERS/21/2021 RESOLVED** to agree the hours worked by the Locum Support Officer.
- b) The Acting Town Clerk explained the report.  
Following a proposal from Cllr Hamlyn, seconded by Cllr Chesters,  
It was **PERS/22/2021 RECOMMENDED** to appoint a temporary administrative assistant in early January 2021 for 6 months from budget code 201/4032

#### 47. Recruitment

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters,  
It was **PERS/23/2021 RECOMMENDED** that the recruitment package is sent to Full Council for approval. Thanks were to be passed onto the senior staff members for their work on this.

Meeting Closed at 8.26pm

Chairman Signed: .....

Date: .....