

Church Stretton Town Council

MINUTES OF THE PERSONNEL COMMITTEE HELD IN SILVESTER HORNE INSTITUTE ON TUESDAY 30th November 2021 AT 5.00p.m.

Present: *Councillors:* Cllr C Carson, Cllr S Davies, Cllr J Lawton (Chair),
Cllr H Stowell, Cllr A Munro (Ex-Officio)

In attendance: *None*
Members of the Public: None

WELCOME

The Chair welcomed Councillors to the meeting.

01 TO RECEIVE APOLOGIES

None received

02 TO DECLARE DISCLOSABLE PECUNIARY INTERESTS

None declared

03 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20TH OCTOBER 2021

The minutes were deemed to be a true and accurate record of the meeting.

04 MATTERS ARISING

The committee accepted confirmation of the Terms of Reference for the Personnel Committee.

The committee accepted confirmation of membership of the committee as Cllr C Carson, Cllr S Davies, Cllr J Lawton (Chair), Cllr H Stowell, Cllr A Munro (Ex-Officio)

05 TO REVIEW THE TOWN CLERK'S PROBATIONARY PERIOD AND CONFIRM HER PERMANENT EMPLOYMENT

The committee unanimously agreed that the Town Clerk had passed her probation and confirmed her permanent employment. They were pleased with how she quickly built good relations with staff and put in extra hours to rectify inherited problems.

06 TO CONFIRM THE WORDING AND ISSUE CONTRACTS FOR THE TOWN CLERK AND THE RFO

Councillors approved the wording for the contract for the Town Clerk with a few amendments.

Councillors approved the wording for the contract for the RFO.

MEETING adjourned at 6pm - reconvened at 8.30pm

07 STAFFING MATTERS

The committee noted the recent resignation of the Amenities Officer and

approved replacing her with an agency person as soon as possible, initially to the end of March 2022. The committee suggested advertising the post as 'full time with part time considered' in order to attract more candidates.

08 ITEMS FOR NEXT MEETING

The committee would like to see job descriptions for the new permanent posts of Assistant Clerk/Communities Officer and Outdoor Officer at its next meeting and to see both posts filled by the end of March, subject to budget approval in January.

09 TO NOTE DATE OF NEXT MEETING

Wednesday 12th January 2022, 2pm

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The chair declared the meeting ended at 9.00pm

Approved and signed 12th January 2022

Chair of Church Stretton Personnel Committee

As a true and accurate record of the above meeting.