

PERSONNEL COMMITTEE

To be held on Monday 23rd June 2025 at 6.30pm In the Guild Hall Parlour

The attendance of the following Councillors is requested at the above meeting:
Councillors Darren Chapman, Clive Goddard, Robert Jones, Paul Rye, Martin Sweeney.

AGENDA

1. ELECTION OF CHAIRMAN

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Council's Code of Conduct and by the Localism Act 2011.

4. MINUTES (enclosure)

The minutes of the meeting held on 14th April 2025 to be agreed as a true record of the meeting and signed by the Chairman

5. PRESS AND PUBLIC EXCLUDED

To consider that this meeting be held without press or public present as the content of discussions will involve confidential matters and is therefore exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the local Government Act 1972, to be treated as confidential by Members

6. STAFFING MATTERS (enclosure)

- a) Chairman to report on follow up progress meeting with member of staff
- b) Committee members to consider the report and agree on any action including allocation of hours
- c) Councillors to consider the progress with transition to Online banking and to review the Online Banking Policy as circulated.
- d) Councillors to receive a report on the Finance Officer workload since beginning of financial year 1st April and the transition to Scribe and consider additional hours as worked to date and any additional hours required to complete tasks.
- e) Holiday hours and TOIL report

7. LOCAL COUNCIL DATA PROTECTION COMPLIANCE (enclosure)

- a) To receive a report from the Town Clerk
- b) Councillor to consider the options to subscribing to the Breakthrough Communications compliance support and templates

8. COMPUTER UPGRADE (enclosure)

Town Clerk to report on progress with obtaining quotes and options in time for the July Council meeting for consideration.

9. CIVIC PROTOCOL (enclosure)

Following Mayor Making and meeting with the Mayor to consider the updated Civic Protocol

Angela Alexander BA (Hons) Town Clerk
18th June 2025

