

PERSONNEL COMMITTEE

To be held on Monday 23rd February 2026 at 6.30pm In the Chamber of the Guild Hall

The attendance of the following Councillors is requested at the above meeting:
Councillors Darren Chapman (Chairman), Clive Goddard, Robert Jones, Paul Rye

AGENDA

1. APOLOGIES FOR ABSENCE

2. 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.

3. MINUTES (enclosure)

The minutes of the meeting held on 26th January 2026 to be agreed as a true record of the meeting and signed by the Chairman

4. 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

5. BANKING MATTERS (enclosure)

- a) Following the resignation of Martin Sweeney to appoint a new signatory for the Mayors Charity Account with Lloyds Bank
- b) To receive an update on progress with Unity Bank following telephone meeting with Unity Bank, Town Clerk and Finance Officer.

6. WEBSITE (enclosure)

- a) Further to the discussions regarding the website at the January 2026 Personnel Committee meeting to receive and update from the Town Clerk on actions taken to date.
- b) Website MOT report – Councillors to consider the MOT report and agree way forward.

7. STAFFING MATTERS (enclosure)

- a) To receive an update from the Town Clerk on the appointment to the Finance Officer role.
- b) To receive a status report on finance work
- c) Councillors to review the decision regarding adjustment payment to staff of meeting hours
- d) Review of working from home allowance

8. DRAFT MEETING DATES (enclosure)

Councillors to consider the draft meeting dates in line with staff resources.

9. HOLIDAY HOURS (enclosure)

Town Clerk to update on current position regarding holiday hours for the current leave year.

10. REPORT FROM THE PERSONNEL COMMITTEE CHAIRMAN (enclosure)

- a) To receive a report from the Chairman of Personnel
- b) Councillors to consider professional advice received and agree way forward.
- c) Review of Vexatious complainant policy

Angela Alexander BA (Hons) Town Clerk
18th February 2026

