

PERSONNEL COMMITTEE

To be held on Monday 11th May 2026 at 6.30pm In the Guild Hall Chamber

The attendance of the following Councillors is requested at the above meeting:
Councillors Darren Chapman, 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 23rd February 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. COMPLAINT (enclosure)

- a) To receive and consider a complaint from a member of the public dated 29th April 2026 and response and Freedom of Information request from the complainant dated 29th April and received on 5th May
- b) To receive and consider the statements of staff members
- c) To receive supporting documentation
- d) Councillors to consider response

6. TOWN SERGEANT (enclosure)

- a) To note that the current Town Sergeant will step down from the honorary role on 31st May 2026 and to agree the final pro-rata payment of the honorarium
- b) To receive a briefing from the Town Clerk and consider the way forward and review honorarium for the role which will include Town Hall Keeper responsibilities

7. STAFFING MATTERS

- a) Finance officer role update
- b) Caretaker role update
- c) Holiday hours – Town Clerk to update.

8. COUNCILLORS REQUESTS TO BE APPOINTED TO OUTSIDE BODIES (enclosure)

Committee to consider the preference requests from Councillors for their appointment to outside bodies

9. COUNCILLORS REQUESTS TO BE APPOINTED TO COMMITTEES (enclosure)

Committee to consider the preference requests from Councillor for their appointment to Committees.

10. COUNCIL MEETING DATES (enclosure)

Committee to consider the draft meeting dates

11. ASSERTION 10 AGAR (enclosure)

- a) To consider updated IT Policy
- b) To note that training will be required for Councillors on the new IT policy to comply with Assertion 10 on AGAR and the suggested date is June 22nd, 2026
- c) To consider the workload for data review as part of Assertion 10.

Angela Alexander BA (Hons) Town Clerk
5th May 2026

