

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Karen Draycott

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Town Clerk on 01832 734673**

**Minutes of the Meeting of the Personnel Committee  
held on Tuesday 24<sup>th</sup> September 2019 at 7.15pm at the Town Council Office**

**Present: Cllr Boyd (Chairman), Cllr Charles, Cllr Otterwell, Cllr Read,  
Cllr Strode-Willis**

**In attendance: Linda Marshall (Clerk)**

No.	Item	Action	By Whom
1.	<b>Apologies for absence</b> Cllr Winter had tendered his apologies which were accepted.		
2.	<b>Declaration of Interest</b> None.		
3.	<b>Public Open Time</b> None.		
4.	<b>To approve the Minutes of the Personnel Committee Meeting dated 25<sup>th</sup> June 2019</b> <b>Resolved</b> that the Minutes of the Personnel Committee meeting dated 25 <sup>th</sup> June 2019 be confirmed as a true record.		
5.	<b>To agree and adopt the following policies:-</b> <ul style="list-style-type: none"> <li>• <b>Disciplinary &amp; Grievance</b></li> <li>• <b>Anti-Harassment &amp; Bullying</b></li> </ul> <b>Resolved</b> to adopt the Disciplinary & Grievance and Anti-Harassment & Bullying policies.		
6.	<b>To receive a verbal update on staff training undertaken since the last meeting and consider future training / team building requirements</b> The Clerk confirmed that all staff had attended Health & Safety Awareness Training; that Margaret Ward and Roz Kennedy had attended the Cemetery Management & Operation and Granting, Exercising & Transferring Rights of Burial course; that Roz Kennedy and John Ystenes had attended First Aid training and that she, the Clerk, had attended Essential Management Skills training.		

	<p>It was noted that all staff are due to attend Fire Safety and Fire Extinguisher Training. It was suggested that all staff also undertake defibrillator training in January or February.</p> <p>Arising from staff appraisals, both Margaret Ward and Roz Kennedy are to attend social media training, and Margaret Ward is to be trained on the Rialtas Suite software.</p> <p>The Clerk then raised that there is a follow on course to the Essential Management Skills, being Advanced Management Skills – she would like to consider this for next year. To be brought back on the agenda 24/03/2019.</p> <p>Similarly, there is the IOSH Managing Safely course which Janis Zakis should undertake sometime next year. To be brought back on the agenda 24/03/2019.</p>	<p>Arrange defib training</p> <p>Agenda 24/03/19</p> <p>Agenda 24/03/19</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7.	<p><b>To consider Out of Hours contact following discussions at a recent council meeting and how this could be implemented and managed</b></p> <p>It was noted that this has been raised when discussing graffiti at Full Council. It should be borne in mind that out of hours for the Town Council is anything after 12.30pm. Consideration needs to be given as to how we would operate an out of hours call service from a staffing point of view. To be discussed later in the agenda.</p>		
8.	<p><b>To note that the Clerk is due to enrol on the Community Governance course to commence February 2020 as agreed at the Personnel Meeting dated 20<sup>th</sup> November 2018.</b></p> <p><b>To consider the draft Training Agreement and agree action.</b></p> <p><b>To agree an amount of allocated study time for the Clerk.</b></p> <p>It was noted that the Clerk will enrol on Level 4 of the Community Governance course which starts in February 2020. The Training Agreement was discussed and save for some minor amendments is approved. The Chairman of Personnel and the Clerk will sign the Agreement once amended.</p> <p>Regarding study time it was noted that the course involves an average of 12 hours per week study time. Following discussion it was <b>resolved</b> to allocate the Clerk one day per week study leave, to be flexible as required by the Clerk.</p>		
9	<p><b>Closure of meeting to members of the public and press on the grounds that the following items to be discussed are of a confidential nature as they relate to staff members</b></p> <p><b>Resolved</b> to close the meeting to members of the public and press whilst staffing matters of a confidential nature were discussed.</p> <p>Matters agreed and of a confidential nature will be noted and held on the Personnel File by the Clerk.</p>		
10.	<p><b>Re-opening of Meeting following closed session</b></p> <p><b>Resolved</b> to re-open the meeting to members of the public and press.</p>		
11.	<p><b>To review the office opening hours taking into consideration the purchase of the library, forthcoming unitary and staffing levels</b></p> <p>It was <b>resolved</b> that the opening hours remain as they are until the end of the year, with a view to extending them to 2pm either in the New Year or the next Financial Year. To be brought back to the next meeting 17/12/2019.</p> <p>Regarding out of hours, it was <b>resolved</b> that we would continue to operate as we do now with no out of hours service being provided. We would however endeavour to lodge the Clerk's mobile phone number with the police in case of any emergency reported out of hours.</p>		

12.	<b>To receive draft Employee Handbook v.1 for consideration and comment with a view to the document being finalised and issued</b> The document was discussed and reviewed and, save for some minor amendments, is approved. The Clerk will issue to all employees.		
13.	<b>Items for Future Agendas</b> To be removed from future agendas.		
14.	<b>Date of Next Meeting</b> 17 <sup>th</sup> December 2019 – time to be confirmed.		
	<b>There being no further business the meeting closed at 21:29</b>		

Signed .....

Dated .....