

# 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 17<sup>th</sup> December 2019 at 7.15pm at the Town Council Office**

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

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

No.	Item	Action	By Whom
1.	<b>Apologies for absence</b> Cllr Read 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 24<sup>th</sup> September 2019</b> <b>Resolved</b> that the Minutes of the Personnel Committee meeting dated 24 <sup>th</sup> September 2019 be confirmed as a true record.		
5.	<b>To agree and adopt the following policies:-</b> <ul style="list-style-type: none"> <li>• Payroll Policy</li> <li>• Recruitment Policy</li> </ul> <b>Resolved</b> to adopt both Payroll and Recruitment 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 attended a Fire Safety training session at the beginning of December. It was noted that a defibrillator training session has been planned for the 23 <sup>rd</sup> January.		
7.	<b>To receive, consider and approve the recruitment pack for the post of Receptionist with a view to the advert going live in the New Year</b> The recruitment pack including the Job Advert, Job Description, Person Specification and Application Form was reviewed, discussed and accepted with the amendment to the hours to be changed to 15-20.		

	In accordance with the Recruitment Policy, the Committee agreed that the selection process for this post should be undertaken by a member of the Personnel Committee and the Clerk.		
8.	<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> <b>Resolved</b> to close the meeting to members of the public and press whilst staffing matters of a confidential nature were discussed.		
9.	Matters agreed and of a confidential nature will be noted and held on the Personnel File by the Clerk.		
10.	<b>Re-opening of Meeting following closed session</b> <b>Resolved</b> to re-open the meeting to members of the public and press.		
11.	<b>Date of Next Meeting</b> 24 <sup>th</sup> March 2019.		
	<b>There being no further business the meeting closed at 20:52</b>		

Signed .....

Dated .....