

THRAPSTON TOWN COUNCIL

Mayor: Cllr Karen Draycott

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**If you require a large print copy please contact the Clerk
on 01832 734673**

**Minutes of the Meeting of the Personnel Committee
held on Tuesday 15th December 2020 at 8.00pm remotely via Zoom**

**Present: Cllr D Boyd (Chairman), Cllr Charles, Cllr Otterwell,
Cllr Winter**

In attendance: Linda Marshall (Clerk)

No.	Item	Action	By Whom
1.	Apologies for absence Cllr Strode-Willis had tendered his apologies which were accepted. No other apologies were received.		
2.	Declaration of Interest None.		
3.	Public Open Time None.		
4.	To approve the Minutes of the Personnel Committee meeting dated 22nd September 2020 Resolved that the Minutes of the Personnel Committee meeting dated 22 nd September 2020 be confirmed as a true record.		
5.	To received and accept a report from the Clerk updating members on staffing Report noted and accepted. The difficulty in Thrapston Garage sourcing a work van was discussed; the Clerk confirmed that the Facilities Manager speaks with the garage weekly; if a van isn't sourced soon we will look at other options. An electric van was considered, but it was felt that we are a couple of years away yet from looking at purchasing one.		
6.	To receive a request for petrol expenses as the Facilities Assistant's truck has been used over the last couple of months on work matters The Clerk advised that the Facilities Assistant is using his truck for work and is incurring increased fuel costs. It was agreed that we would pay mileage at the usual rate of 45p per mile. The Facilities Assistant does however need to ensure that his insurance covers business mileage – the Clerk will speak with him about this.		
7.	Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are to be excluded on the grounds that the following items to be		

	discussed are of a confidential and sensitive nature (Members of the public and press will be moved to the waiting room) Resolved to exclude members of the public and press from the meeting.		
8.	To discuss staff requests, staffing levels, staff performance and expectations, staff pay, staff holidays and any grievances raised and agree action There were no matters to discuss. However the Clerk raised that this year the level of community engagement has increased significantly which has been very well received; we need to be mindful that next year when the Events Co-ordinator is back working on events that this will drop. It was noted that an element of her role is community engagement; at the March meeting when we review roles an allocation of hours will be given to community engagement element so we can maintain a certain level of engagement.		
9.	Re-opening of meeting following closed session The meeting was re-opened.		
10.	Clerk's Report None.		
11.	Chairman's Comments The Chairman thanked everyone for attending and wished everyone a Merry Christmas.		
	There being no further business the meeting closed at 20:15.		

Signed

Dated