

THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

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

**Minutes of the Personnel Committee Meeting
held on Monday 28th June 2021 at 8.30pm at The Souster Youth Hub**

**Present: Cllr Winter (Chairman), Cllr Cairns, Cllr Cribb, Cllr Draycott,
Cllr McGovern, Cllr Wilcox**

In attendance: Linda Marshall (Clerk)

| No. | Item | Action | By Whom |
|-----|---|---------------------|--------------------|
| 1. | Apologies for Absence Apologies were received and accepted from Cllr McGovern. | | |
| 2. | Declaration of Interest None. | | |
| 3. | Public Open Time None. | | |
| 4. | To approve the Minutes of the Personnel Committee meeting dated 23rd March 2021 Resolved that the Minutes of the Personnel Committee meeting dated 23 rd March 2021 be confirmed as a true record. | | |
| 5. | To receive and accept a report from the Clerk updating members on staffing The Clerk's report was noted. It was further noted that since drafting the report the Clerk herself had a period of illness and was away from the office for three days. The Clerk was asked to prepare for the next meeting a list of everyone's annual leave and how many days they have left to take, and in the meantime to remind staff that holidays will not be permitted to be carried forward and therefore to book them in good time. | | |
| 6. | To receive a request from the Facilities Manager for consideration being given to the provision of a council "yard" as a place to store rubbish/keep a skip etc. The Clerk explained the request from the Facilities Manager and confirmed that the more jobs they undertake "in-house" the more need there is for storage space of rubbish etc. Consideration was given to areas of the town where a "yard" could be created. The Facilities Manager is to investigate options and report back. | Investigate Options | Facilities Manager |

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| 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 It was resolved to close the meeting. | | |
| 8. | To discuss staff requests, staffing levels, staff performance and expectations, staff pay, staff holidays and any grievances raised and agree action Matters agreed and of a confidential nature will be noted and held on the Personnel File by the Clerk. | | |
| 9. | Re-opening of meeting following closed session It was resolved to re-open the meeting to members of the public and press. | | |
| 10. | Clerk's Report None. | | |
| 11. | Chairman's Comments The Chairman thanked everyone for joining this committee. He advised members that he has agreed to have a fortnightly discussion with the Clerk to check there are no issues that she needs to discuss in between meetings. The Chairman confirmed that if he feels it is necessary he will call additional meetings. | | |
| | There being no further business the meeting closed at 20:50. | | |

Signed

Dated