

THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

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Town Clerk on 01832 734673**

**Minutes of the Personnel Committee Meeting
held on Monday 6th September 2021 at 7.15pm at The Souster Youth Hub**

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

In attendance: Linda Marshall (Clerk)

No.	Item	Action	By Whom
1.	Apologies for Absence None.		
2.	Declaration of Interest None.		
3.	Public Open Time None.		
4.	To approve the Minutes of the Personnel Committee meeting dated 28th June 2021 Resolved that the Minutes of the Personnel Committee meeting dated 28 th June 2021 be confirmed as a true record.		
5.	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.		
6.	To receive staff resignation and note the contents of the letter; to discuss the vacancy, including job role and salary and agree action with regards to filling the vacancy Resignation noted and vacancy/role discussed. Resolved to accept Melanie's extended notice period to 31 st December 2021. Resolved not to split the role into (i) Events Co-ordinator and (ii) Community Engagement Co-ordinator. Resolved to recruit for the role Events & Community Engagement Co-ordinator with the following terms:- Hours – 20 per week Salary – SCP 15-19		

	<p>Resolved that Cllrs Winter and Wilcox would make up the interview panel with the Clerk.</p> <p>Resolved that Cllrs Cribb & Cairns would make up the panel for sifting application forms.</p> <p>Resolved that the timescales would be as follows:- Advertise – ASAP Closing Date – 1st October Application Sifting – 4th-6th October Notify Candidates for Interview – w/c 11th October Interview Candidates – w/c 18th October Candidate Start Date – w/c 6th December (3 week handover)</p>		
7.	<p>Re-opening of meeting following closed session It was resolved to re-open the meeting to members of the public and press.</p>		
8.	<p>Clerk's Report To note that the Plaza Cleaner has agreed to take on the Assistant Caretaker role, effective w/c 6th September 2021.</p>		
11.	<p>Chairman's Comments The Chairman requested that staff create and start using an activity log so the committee can see where time is being spent on tasks being undertaken. To bring back to the next meeting. The Chairman thanked everyone for attending.</p>		
	<p>There being no further business the meeting closed at 20:22.</p>		

Signed

Dated