

THRAPSTON TOWN COUNCIL

Mayor: Cllr Andrew McGovern

77 High Street
Thrapston
Northamptonshire NN14 4JJ

Tel: (01832) 734673
Email: clerk@thrapstontowncouncil.gov.uk
Website: www.thrapstontowncouncil.gov.uk



Minutes of the Personnel Committee Meeting of Thrapston Town Council held on Tuesday 13th March 2025 at 7:15pm at the Town Council Office, Thrapston

Present: Councillor Bellamy (Acting Chairman) Councillor Latimer
Councillor Glover Councillor McGovern
Councillor Hawkins Linda Brodier (Town Clerk)

ELECTION OF CHAIRMAN

In Councillor Severn's absence from the meeting, it was **resolved** that Councillor Bellamy act as Chairman of the meeting.

PER/03/01

APOLOGIES

Councillors Severn and Wilcox had tendered their apologies which were accepted.

PER/03/02

DECLARATION OF INTEREST

None.

PER/03/03

PUBLIC OPEN TIME

None.

PER/03/04

MINUTES

Resolved that the Minutes of the Personnel Committee meeting dated 10th December 2024 be confirmed as a true record.

PER/03/05

CLERK'S REPORT

Report noted. There were no matters arising.

PER/03/06

EXCLUSION OF PUBLIC & PRESS

To resolve that in accordance with Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and by reason of the confidential and sensitive nature of the following items of business, the Press and Public be excluded from the meeting for the next item.

Resolved to close the meeting to members of the public and press.

PER/03/07

STAFFING

To discuss staff requests, staffing levels, job descriptions, staff performance and expectations, staff pay, staff holidays and any grievances raised and agree any action to be taken.

Discussions took place regarding any staff requests, staffing levels, job descriptions, staff performance and expectations, staff pay, staff holidays and any grievances raised. Cllr McGovern will speak with Cllr Severn to update him on discussions.

PER/03/07.1 **To receive and note the Chairman of Personnel & Clerk’s report following staff appraisals.**

Resolved to accept the report. There were no issues arising.

PER/03/07.2 **To undertake a review of staff salaries following the annual appraisals, with a view to agreeing any increases to be awarded, to be effective 1st April 2025.**

Following consideration of the appraisals report and having undertaken a review of salaries it was **resolved** to adjust staff salaries in accordance with the report presented, to be effective 1st April 2025. A copy of the report will be held on the personnel file.

PER/03/08 **RE-OPENING OF MEETING**

Resolved to re-open the meeting.

PER/03/09 **CHAIRMAN’S UPDATE**

The Chairman thanked everyone for attending.

There being no further business the meeting closed at: 20:05.

Signed

Dated

