

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



High Street
Shropshire
tel. 01948 665761

website: www.whitchurchcouncil.uk

email: clerk@whitchurchcouncil.uk

PERSONNEL COMMITTEE

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 8th OCTOBER 2020 AT 8pm

Held online via Zoom due to the Coronavirus Pandemic lockdown

Present:

Cllrs: S. Hamlyn, L. Broders, A. Chesters, and S Radford.

In attendance:

Cllr Duffy – Ex officio

Zoë Dean – Town Centre Manager/Assistant Town Clerk

19. Apologies

Cllr Shepherd – work commitment

20. Declaration of Interest

None.

21. Minutes

After a proposal from Cllr Hamlyn, seconded by Cllr Radford.

It was **PERS/08/2021 RESOLVED** to accept and sign the minutes from the Personnel Committee meeting held on 10th September 2020 as an accurate record, following an amendment – Cllr Shepherd did not propose an item as not present.

22. Public Participation

No members of the public were present.

23. Confidential Business

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters,

It was **PERS/09/2021 RESOLVED** that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information of staff members.

The Town Centre Manager left the meeting at this point.

24. Acting Town Clerk

It was **PERS/10/2021 RECOMMENDED** that Zoë Dean is appointed Acting Town Clerk, Proper Offer and RFO from 1 October 2020.

25. Staff Matters

Following a proposal from Cllr Hamlyn, seconded by Cllr Duffy,

It was **PERS/11/2021 RESOLVED** that the days to be worked by Gillian Bailey, the locum support to the staff team, were agreed.

Meeting Closed at 8.45pm

Signed: Date: