

George Dyson
Town Clerk

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Community House,
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Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 30th September 2025 at 7.30pm.

Present: Cllr Veck, Cllr Harman, Cllr Donovan, Cllr Gallagher, Cllr Alexander, Cllr Campbell.

Officers: George Dyson (Town Clerk)

1. E603 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed members, reminded everyone of the building fire procedures, asked that phones be put onto silent, read out a statement on Civility & Respect, and reminded everyone of the importance of Confidentiality on this Committee.

2. E604 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Fabry.

Cllr Cheta was also absent.

3. E605 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E606 TO ADOPT THE MINUTES OF 8TH JULY 2025 MEETING

Proposed by: Cllr Gallagher **Seconded by:** Cllr Harman

The minutes of 8th July 2025 were **agreed** and **adopted**.

5. E607 TO REVIEW COMMITTEE'S BUDGETARY POSITION AND DISCUSS 2026/27 BUDGETARY REQUIREMENTS

The Committee asked about what comes out of the professional fees budgetary heading, which the Clerk clarified, and discussed this budget coming under a different Committee in the future.

The committee **noted** the budgetary report.

There was a brief discussion on the next year's budgetary requirement, Cllr Veck advised that she and Cllr Fabry would be meeting with the RFO soon to discuss the 2026/27 budget.

6. E608 DATE OF NEXT MEETING – TUESDAY 20TH JANUARY 2026 AT 7:30PM.

The next meeting was confirmed at Tuesday 20th January 2026 at 7:30pm.

7. E609 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell **Seconded by:** Cllr Alexander

The Committee **resolved** to **exclude** press and public from the remaining agenda items.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the discussion of the following items.

8. E610 TO REVIEW THE COMMITTEE ACTION PLAN

There was a discussion on the Wellbeing TFG, in particular the membership. Cllr Wood will be asked to join the group.

There was a brief discussion about the process of Councillor co-option and resignation.

The Committee **noted** the action plan.

9. E611 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

There was a brief discussion on training for Councillors, and some sessions will be scheduled soon.

10. E612 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

The Committee **noted** the staff training plan.

11. E613 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

There has not been any training feedback since the last Committee meeting.

12. E614 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised recent sickness absence, which remains generally very low.

The Committee **noted** the report.

13. E615 TO RECEIVE AN UPDATE ON SUPPORT FOR THE GROUNDS TEAM

The Clerk summarised the report, which the Committee **noted**

14. E616 TO NOTE RECENT ACHIEVEMENTS

Committee **noted** the report and gave their congratulations to those who have been highlighted.

15. E617 TO NOTE THAT A CONFIDENTIAL INVESTIGATION IS TAKING PLACE

There was a brief discussion on the investigation, emphasising the need to balance confidentiality against transparency, the investigation should be concluded within the next couple of weeks and a report with outcomes and recommendations will be provided.

Committee **noted** the report.

16. E618 TO NOTE THE EMPLOYMENT OF A CIVIC & EVENTS OFFICER

The Clerk summarised the induction plan, Committee discussed the role and the appointment, speaking positively about the employment of the Civic & Events Officer.

Committee **noted** the report.

17. E619 TO NOTE ARRANGEMENTS FOR THE TOWN CLERK'S UPCOMING LEAVE

Committee **noted** the report.

There was a brief discussion about the Meetings & Projects Officer's development.

18. E620 TO NOTE THE ARRANGEMENTS FOR THE TOWN CLERK'S APPRAISAL

The Chair gave a verbal update which Committee **noted**.

19. E621 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

There was a brief discussion on the Wellbeing survey results, including that the survey seemed quite intrusive to answer, the Wellbeing TFG will now be able to use these results to guide some of their work moving forward.

b. Employee SCP banding

This TFG had met once, and had a productive meeting, however, only Cllr Harman had been able to attend – there is a need for the TFG to meet again to agree recommendations to come back to Committee.

There being no further business, the meeting was closed at 21:05.