

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 23 NOVEMBER 2023 at 11.30am

PRESENT: Councillor Peter Harman – Chairman
Councillor Anita Barham
Councillor Lorna Cross
Councillor Ann Duke
Councillor Peter Harris

ABSENT: There were none.

ALSO PRESENT: Graham Blew - Town Clerk
Martin Harding - Assistant Town Clerk / Responsible Financial Officer

272/23-24. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

273/23-24. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Dawn Johnston due to other commitments.

An apology for absence was received from Councillor Alan Reach due to other commitments.

An apology for absence was received from Councillor Elizabeth Wickham due to other commitments.

Recommended: That the reason/s for absence, for the above Town Councillors, be formally accepted and approved.

274/23-24. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

275/23-24. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

276/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 26 APRIL 2023.

Recommended: That the minutes from the meeting held on 26 April 2023 be confirmed and signed.

277/23-24. STAFF ISSUES.

Members were informed that, following the recruitment process, the new post had been filled and Employee 72 had begun on 7 August 2023 and had settled in very well with no reported issues.

Recommended: That the item be noted.

278/23-24. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Ann Duke and seconded by Councillor Anita Barham.

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

279/23-24. STAFFING BUDGET 2024 - 2025.

Financial Regulation 4.4 requires the salary budgets for the following financial year to be reviewed by the Personnel Committee.

Officers clarified the confidential report regarding the Staffing Budget 2024 – 2025 and, after discussion, it was unanimously agreed:

Recommended: That the Staffing Budget 2024 – 2025, as detailed in the confidential report, be endorsed.

There being no further business, the Meeting closed at 11.45am.

Signed: _____ Date: _____
(CHAIRMAN)