

MINUTES of the MEETING of the PERSONNEL COMMITTEE held via ZOOM, on MONDAY  
28 SEPTEMBER 2020 at 11.00AM.

**PRESENT:** Councillor Peter Harman - Chairman  
Councillor Sue Butterfill – Vice-Chairman  
Councillor Anita Barham  
Councillor Sue Butterfill  
Councillor Lorna Cross  
Councillor Peter Harris  
Councillor Lesley Howes  
Councillor Maurice Weet

**ABSENT:** There were none

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

61/20-21. **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.

62/20-21. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Dr Jo Harman due to medical reasons.

**Recommended:** That the reasons for absence, for Councillor Dr Jo Harman, be formally accepted and approved.

63/20-21. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

64/20-21. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

65/20-21. **TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 2 APRIL 2019.**

**Recommended:** That the minutes from the meeting held on 2 April 2020 be confirmed and signed.

66/20-21. **ASSISTANT TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER –  
CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CiLCA).**

Members were informed that the Assistant Town Clerk / Responsible Financial Officer had passed his CiLCA in November 2019. This had resulted in the Town Council having two qualified officers.

Members extended their congratulations to the Assistant Town Clerk / Responsible Financial Officer for attaining the CiLCA qualification.

**Recommended:** That the item be noted and the Assistant Town Clerk / Responsible Financial Officer be congratulated for attaining his CiLCA qualification.

67/20-21. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Sue Butterfill and seconded by Councillor Peter Harris;

**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.

68/20-21. **STAFFING MATTERS.**

Members considered the confidential report and commended the officers for the detail it contained. After discussion it was proposed, duly seconded and agreed;

**Recommended:** That the contents of the confidential report be noted and endorsed.

69/20-21. **PAY CLAIM 2020 - 2021.**

As part of its Terms of Reference the Personnel Committee are required to:

*“Exercise functions of the Council on question of levels of pay and salary settlements for all staff employed by the Council.”*

The 2020 – 2021 estimates included the provision for awarding cost of living pay rises up to 2.5% and a 1 SP increase.

Any pay award would be dated from 1 April 2020.

Members acknowledged the efforts and commitment of all the Town Council staff and, after discussion it was proposed, duly seconded and agreed that a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2020.

**Recommended:** That a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2020.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(CHAIRMAN)