**PERSONNEL COMMITTEE MEETING**

**HELD ON 6th JUNE 2025 AT 3:30PM**

**Present:**

Cllr C Burton Cllr D Fletcher

Cllr M Evans Cllr L Robillard Webb

*The meeting was opened by Cllr Evans.*

**P.25/20 Election of Chairperson of the Personnel Committee for 2025/26:**

 Cllr Evans nominated Cllr Robillard Webb for Chairperson of the Personnel Committee for 2025/26. The nomination was seconded by Cllr Burton. Cllr Robillard Webb accepted the nomination.

 **Resolved:**

 As there were no other nominations, Cllr Robillard Webb was duly elected to serve as Chairperson of the Committee for 2025/26.

**P.25/21 Apologies for absence**:

 The Town Clerk was absent due to work commitments.

**P.25/22 Declarations of Interests and Requests for Dispensations:**

None.

 **Public Participation:**

None.

**P.25/23 Exclusion of Press & Public – Public Bodies (Admission to Meetings) Act 1960:**

 Members considered whether to move into closed session to consider confidential matters in the forthcoming agenda item(s) in accordance with the Public Bodies (admission to Meetings) Act 1960 Section 1(2).

 **Resolved:** In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the public be excluded from the meeting during item PL.25/26 and P.25/27 as it is likely, in view of the nature of the business to be transacted, that if members of the public were present during this item, there would be a disclosure to them of exempt information within Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, on the grounds that the item involves potential discussion of personal information about identifiable individuals and employment matters.

**P.25/24 Minutes:**

i) The minutes of the meeting held on 10th April 2025 (*\*copy previously circulated*) were confirmed as a correct record and were approved.

ii) There were no updates on actions/items from the previous meeting.

**P.25/25 Standing Item – Climate and Ecology Emergencies:**

Membersnoted the Council Declaration and the need to embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change**.**

*Cllr Fletcher joined the meeting at 3.52pm.*

**P.25/26 Working Arrangements:**

*(Confidential* Members received and noted the weekly TC and ATC update emails, outlining the current Session) working arrangements and considered future recommendations for the effective running of the Council (*\*copies previously circulated*).

 **Resolved:** To progress the associated actions in relation to the investigation report, work arrangements and additional funding as discussed.

**P.25/27 Personnel Update:**

*(Confidential* Members received a report updating the committee on Personnel matters, following which Session) consideration was given to any potential future actions (*\*copy previously circulated*). A verbal report was also received from Cllr Evans.

 **Resolved:** To approve the recommended referral action.

**P.25/28 Annual Leave Coordination:**

Members considered issuing guidance on booking annual leave with an aim to ensure that the Council offices are adequately covered.

**Resolved:** It was agreed to recommend to Full Council the policy be:

* Staff members to book annual leave as far in advance as possible.
* The shared calendar must be used to record annual leave.
* Any conflicts which will result in a need to close the Council office must be approved by the Town Mayor & Chairperson, or in their absence, the Deputy Town Mayor.

**P.25/29 Matters brought forward by Councillors:**

None.

Meeting closed at 5.05pm