



Name: Tina Potter

Date: 5th of January 2026

Signed: ORIGINAL SIGNED

Minutes of the Personnel Committee Meeting

Held in the Council Chamber, Emersons Green Town Council

Started at 10.45hrs on Monday 24th of November 2025

Present: Councillors Tina Potter (Chair), Graham Hutter, Colin Hunt

In attendance: Joanne Bryant (Clerk)

Apologies: Rachael Hunt

Welcome and Introductions.

The Chair welcomed everyone present and explained emergency procedures. The meeting started at 10.45hrs.

PER_2025.093 Declaration of Interests under the Localism Act 2011.

No declarations of interest were made.

PER_2025.094 Minutes.

Resolved That the *Minutes of the Personnel Committee meeting held on 27th of October 2025, copies having been circulated, were approved as a correct record, and signed by the Chair.*

PER_2025.095 EXCLUSION OF PRESS AND PUBLIC.

Resolved To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

PER_2025.096 Appointment of a Lead Youth Worker

Resolved The appointment of Joshua Holgate to the role of Lead Youth Worker, effective from 1st December 2025.

PER_2025.097 Staff Updates

The Town Clerk provided an update on all staff, appraisals and continued recruitment efforts.

PER_2025.098 Dates and Timings.

No date has been set for the next meeting.

The Chair concluded the formal business of the meeting at 11.20hrs.