

Minutes of the meeting of Personnel Committee

Held in the Chambers on 28th of September 2026 at 11:00hrs

Welcome and Introductions.

Present: Cllrs Tina Potter, Graham Hutter, Colin Hunt, and Rachael Hunt

In attendance: Jo Bryant (Town Clerk)

The Clerk welcomed attendees and opened proceedings by introducing the first agenda item.

PER_2026.001 Appointment of Committee Chair and Deputy Chair

Resolved: That Tina Potter be elected chair and Graham Hutter be elected deputy chair of the Personnel Committee

PER_2026.002 Declaration of Interests under the Localism Act 2011.

Under Section 31 of Localism Act 2011 and in accordance with the Councils' Code of Conduct (section 27(6) (d)), any declarations of disclosable pecuniary or personal interests must be declared and Standing Orders followed. Requests for dispensations can be considered if received in advance of the meeting and in writing to the Clerk (Proper Officer) – Localism Act 2011 S33.

PER_2026.003 Minutes.

Resolved: That the *Minutes of the Personnel Committee meeting held on 30th of March 2026*, copies having been circulated, be approved as a correct record, and signed by the Chair.

PER_2026.004 EXCLUSION OF PRESS AND PUBLIC.

Resolved: That the Committee enter confidential session, excluding the public and press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, as the matters to be discussed were considered confidential in nature.

PER_2026.005 Assistant Clerk

Resolved: To ratify the appointment of Amelia Sheppard as a replacement Assistant Clerk (with primary focus on Open Spaces)

PER_2026.006 Recruitment

Resolved: To approve:

1. New Youth and Community team structure
2. Job Description for Assistant Youth and Community Workers, copies having been circulated.
3. Delegating the recruitment of 2 Assistant Youth and Community Workers, copies having been circulated, to the Town Clerk.

Name:

Date:

Signed:

PER_2026.007

Outstanding Items and Forward Plan

The Clerk reported on outstanding items and plans for future agendas.

PER_2026.008

Dates and Timings.

No date has been set for the next meeting.

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

DRAFT