EMERSONS GREEN
TOWN COUNCIL

Name:	Cllr Tina Potter (Chair)
Date:	28th of September 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 30th of March 2026

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

In attendance: Jo Bryant (Town Clerk)

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

PER_2025.104 Declaration of Interests under the Localism Act 2011.
No declarations of interest were made.

PER_2025.105 Minutes.
Resolved That the *Minutes of the Personnel Committee meeting held on 5th of January 2026*, copies having been circulated, be approved as a correct record, and signed by the Chair.

PER_2025.106 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_2025.107 Assistant Clerk
Resolved To make permanent the appointment of Sarah Parkin as Assistant Clerk effective 1st of April 2026.

PER_2025.108 Youth Work Team Training Opportunities
Resolved To agree the following training opportunities for members of our Youth Work Team:

a) BTEC Level 5 Professional Award for Managers in Community Safety for Shea Stew at the cost of £1425.00.
b) NOCN Youth Work Principles Level 2 Award for Troy Thomas (covered by a full bursary).
c) NOCN Youth Work Practice Level 3 Diploma for Troy Thomas (covered by a full bursary) and Joshua Holgate at the cost of £675.00.

PER_2025.109 Dates and Timings.
No date has been set for the next meeting.

The Chair concluded the formal business of the meeting at 11.05hrs.