

PADDOCK WOOD TOWN COUNCIL
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**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE held on Monday
29th January 2024 at The Day Centre, Commercial Road at 7 pm**

PRESENT: Cllr D. Kent, R. Moon, M. Munday, C. Williams

IN ATTENDANCE: Mrs N Reay, Town Clerk
Cllr R Atkins

APOLOGIES: Cllr N Maari

PER15 DECLARATIONS OF INTEREST

PER16 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on the 30TH October 2023 were APPROVED.

PER17 STAFF CONTRACTS

The SLCC & NALC have published revised contracts. Members agreed that the new contracts should not disadvantage staff.

Cllr Williams proposed, Cllr Munday seconded:

That Croner should be asked to merge the documents. The new contract would be submitted to Full Council for approval.

CARRIED unanimously.

PER18 NEW MEMBER OF ESTATES STAFF

Members agreed the new job description and person specification.

It was agreed that ideally the new member of staff should be appointed to start on the 1st April 2024.

Cllr Williams and Carl Smith the Estates Manager would carry out the interviews, along with Cllr Atkins as Chairman of the Estates Committee (if available).

Interviews would be scheduled for the first week of March. Members asked to see the short list of candidates.

Signed Committee Chairman:

Date:

These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting.

PER19 STAFF HANDBOOK

The Committee Chairman and Clerk will review the staff handbook, along with the documents issued by the Civility and Respect Project to ensure there are no conflicts. A report will be made to members at the next meeting.

PER20 TRANSFER OF COMMUNITY CENTRE MANAGER

The clerk updated members on the transfer of the Community Centre manager from the Town Council to the PWCCO Ltd. Croner will assist with the process.

As Cllr Williams is a director of the company Cllr Maari, as vice chairman of the committee, would be asked to assist the Clerk if required.

PER21 DATE OF NEXT MEETING

No further meeting has been scheduled for now.

The meeting closed at 8 pm

Signed Committee Chairman:

Date:

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