

PADDOCK WOOD TOWN COUNCIL
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**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE held on Monday
29th April 2024 at The Day Centre, Commercial Road at 7.30 pm.**

PRESENT: Cllr C. Williams, in the Chair
Cllrs D. Kent, R. Moon, M. Munday,

IN ATTENDANCE: Mrs N Reay, Town Clerk
Mr C Smith, Estates Manager (from Item PER26)

PER22 DECLARATIONS OF INTEREST

PER23 MINUTES OF THE PREVIOUS MEETING
The minutes of the meeting held on the 29th January 2024 were APPROVED.

PER24 STAFF CONTRACTS
Croner had been sent the staff contracts for review but unfortunately had amended them incorrectly. Revised versions were awaited.

PER25 NEW MEMBER OF ESTATES STAFF
Members noted the report and were advised that no appointment had been made. The post would be re-advertised.

PER26 STAFF HANDBOOK
The chairman had reviewed the handbook and presented members with a report on the amendments and updates.

Cllr Williams proposed, Cllr Kent seconded:
The council should adopt the Handbook of HR Policies
CARRIED unanimously.

Cllr Williams proposed, Cllr Munday seconded:
That under section 1 (2) of the Public Bodies (admission to meetings) Act 1960 the following items should be exempt from the press and public due to staff confidentiality.

CARRIED unanimously.

PER27 ESTATES STAFF
Members considered the attached report.

The Chairman closed the meeting at 9.45 pm.

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.