

**BRIGG TOWN COUNCIL
PERSONNEL COMMITTEE**
Meeting held on Monday 1st November 2021
Chaired by Councillor C Sherwood

Present: Councillors: Cllrs C Sherwood, J Gibbons, R Waltham

In attendance: Kerry McGrath Town Clerk

P1. To Receive Apologies

Cllr J Kitching, Cllr P Smith

- P2. a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

None

- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

None

P3. To Receive and Approve the Minutes, as circulated, of the Personnel Committee Meeting held on 2nd November 2020

It was resolved that the record of the meeting held on 2nd November 2020, be accepted and signed as a true record.

Proposed: Cllr Waltham

Seconded: Cllr Gibbons

- P4. ***In view of the confidential nature of the business being transacted, it was advisable in the public interest that the press and public be excluded and be instructed to withdraw.***

It was resolved that the Public and Press be excluded.

Proposed: Cllr Gibbons

Seconded: Cllr Waltham

P5. CLERK TO THE COUNCIL.

- I. Councillors received an update on the Clerk's appraisal on 5th October from Cllr Sherwood. Cllr Sherwood recommended that the Clerk receive the increase of one increment.

Councillors were also informed of a complaint made by Cllr Smith to the Chair of Personnel with regard to a printed agenda she received that was different to the electronic one that every Councillor received, and the agenda correctly published as per section 12 of the LGA 1972.

It was resolved that the appraisal be accepted and that the Clerk be commended for her dedication and good work throughout the year. The increase of one increment as per contract be implemented.

Proposed Cllr Sherwood

Seconded Cllr Gibbons

Cllr Waltham wished it to be minuted that he was surprised that Cllr Smith reacted with such force at the Town Council meeting regarding agenda item 17 and is disappointed that she felt it necessary to raise this complaint with the Chair of Personnel, as it was understood that the matter was dealt with at the Town Council meeting.

- II. **It was resolved** that the Personnel Policies be approved en bloc and the Clerk's working hours be noted as per Personnel Policy 4 Contacting the Clerk out of hours.

Monday 1pm – 5pm

Tuesday 9am – 5pm

Wednesday 1pm-5pm

Thursday 9am – 5pm

Friday 9am – 3pm

Proposed Cllr Waltham

Seconded Cllr Gibbons

The meeting closed at 7.05pm

Signed.....

Chairman

Personnel Committee held2021