

**BRIDGNORTH TOWN COUNCIL****Minutes of the Personnel Committee Meeting of Bridgnorth Town Council held in the Annexe,
College House on Tuesday 14th March 2023 at 6.30pm.**

Present: Councillors C Aked (Chair), S Barlow, R Connolly, E Marshall, I Wellings

In Attendance: Mrs C Turner, Town Clerk

0403/2223 WELCOME

The Chair issued a welcome to the meeting.

0404/2223 APOLOGIES FOR ABSENCE

It was proposed by Councillor Barlow, seconded by Councillor Wellings
Unanimously agreed by all Councillors

RESOLVED: that the Committee accept the apologies and reasons for absence for the following Councillors:

Councillor N Cooper - another commitment
Councillor R Seabright – work commitment

0405/2223 DECLARATIONS OF INTEREST

No declarations of interest were declared.

0406/2223 PUBLIC QUESTION TIME

There were no members of the public present.

0407/2223 MINUTES

It was proposed by Councillor Barlow, seconded by Councillor Connolly
Unanimously agreed by all Councillors

RESOLVED: to approve the minutes of the Workforce Committee meeting held on Tuesday 13th December 2022 are a true record of the business transacted.

0408/2223 MEMBERS QUESTION TIME

There were no members questions.

0409/2223 ITEMS FOR NEXT AGENDA

Members discussed the following items for inclusion on the next agenda:

- Maintenance Programme
- Opening & Closing Times of the Council offices
- Terms of Reference for the Committee
- FOI requests
- DLF Work Experience
- 2 x DLF Temporary position for the summer

0410/2223 PUBLIC BODIES

It was proposed by Councillor Barlow, seconded by Councillor Connolly
Unanimously agreed by all Councillors

24/3/23



RESOLVED: in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED:** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

0411/2223 **MINUTES**

It was proposed by Councillor Wellings, seconded by Councillor Marshall
Unanimously agreed by all Councillors

RESOLVED: to approve the confidential minutes of the Workforce Committee meeting held on Tuesday 13th December 2022.

0412/2223 **STAFFING MATTERS**

The Committee received a verbal update from the Town Clerk providing information on the confidential report tabled and were given the opportunity to ask the Town Clerk questions.

Proposed by Councillor Barlow, Seconded by Councillor Connolly
Unanimously agreed by all Councillors

RESOLVED: that the Committee agree to for the Town Clerk to recruit temporary staff members from an agency for Business Administrator and Finance Administrator.

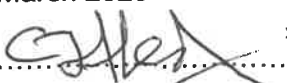
Proposed by Councillor Barlow, Seconded by Councillor Connolly
Unanimously agreed by all Councillors

RESOLVED: that the Committee agree to the recommendation from the Town Clerk for an honorarium payment for additional duties for the Financial Administrator and the Cemetery, Property & Grounds Administrator and for this to take effect from this meeting date.

Proposed by Councillor Barlow, Seconded by Councillor Connolly
Unanimously agreed by all Councillors

RESOLVED: that the Committee agree to the recommendation from the Town Clerk increase the payment of one NJC SCP point for the two members of staff from the DLF due to ending their probationary period and the increase of their NJC SCP point further following the completion of the required training.

Meeting closed at 8.00pm.

Signed: 

Date: 24/8/23