

**BRIDGNORTH TOWN COUNCIL****Minutes of the Personnel Committee Meeting of Bridgnorth Town Council held in the Annexe, College House on Tuesday 14<sup>th</sup> November 2023 at 6:45pm.**

**Present:** Councillors C Aked (Chair), S Barlow, and N Cooper

**In Attendance:** Mrs C Turner, Town Clerk

PCM/010/2324 **WELCOME**

The Chair welcomed everyone to the meeting.

PCM/011/2324 **APOLOGIES FOR ABSENCE**

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

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

Marshall due to other commitment  
Welling due to being unwell

PCM/012/2324 **DECLARATIONS OF INTEREST**

No declarations of interest were declared.

PCM/013/2324 **PUBLIC QUESTION TIME**

There were no members of the public present.

PCM/014/2324 **MINUTES**

It was proposed by Councillor Barlow, seconded by Councillor Aked  
Abstained by Councillor N Cooper who was not in attendance at the meeting

**RESOLVED:** to approve the minutes of the Personnel Committee meeting held on Tuesday 25<sup>th</sup> April 2023 as a true record of the business transacted.

It was proposed by Councillor Barlow, seconded by Councillor Aked  
Abstained by Councillor N Cooper who was not in attendance at the meeting

**RESOLVED:** to approve the minutes of the Personnel Committee meeting held on Tuesday 27<sup>th</sup> June 2023 as a true record of the business transacted.

PCM/015/2324 **MEMBERS QUESTION TIME**

There were no members questions.

PCM/016/2324 **ITEMS FOR FUTURE AGENDA**

Members are asked to discuss items for inclusion on a future agenda. None were provided.

The Town Clerk was asked to circulate the items currently on the list of items for future agendas.

PCM/017/2324 **PUBLIC BODIES**

It was proposed by Councillor N Cooper, seconded by Councillor Barlow



Unanimously agreed by all Councillors

**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.

PCM/018/2324

## STAFFING MATTERS

Members discussed and debated the items on the Confidential Update Report provided for the meeting.

It was proposed by Councillor Aked, seconded by Councillor N Cooper

Unanimously agreed by all Councillors

**RESOLVED:** to approve the recommendations included in the Confidential Update Report dated 14<sup>th</sup> November 2023. The recommendations:

- Christmas Cover for 2023 and Office Opening Times, with a skeleton staff for the DLF and office staff on the 27/28/29 December 2023.
- Noted the NJC Local Government Services Pay Agreement 2023.
- Noted the Pension Updated.
- The retirement of 2 x DLF Staff
- The resignation of 1 x Cleaner / Caretaker for Low Town Community Hall
- The completion of CILCA by the Property Manager and increase of 1 spinal point.
- The payment of 37.5 additional hours by the Property Manager
- Grounds & Services Officer request for 4 study days.
- Cover for the LTCH Cleaner/Caretaker vacant post to be covered by the external cleaning contractor until replacement found.
- Temporary cover via agency for Asset & Facility Administrator.
- Removal of the Red Diesel tank at £2500 at the compound and for all vehicles to move to use white diesel.
- Purchase of the Waste Transfer Licence.

The Personnel Committee noted the completion of the ladder training will all DLF and Property & Asset staff.

Meeting closed at 8.10pm.

Signed: G. Aked

Date: 5/3/24