



Kington Town Council

Web Site: www.kingtontowncouncil.gov.uk

Email: clerk@kingtontowncouncil.gov.uk

Minutes of the Personnel Committee Meeting

held via video conferencing on 22nd March 2021

In accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

Present

Cllr. E. Banks
Cllr. R. Banks
Cllr. M. Fitton
Cllr. R. MacCurrach
Cllr. E. Rolls
Cllr. R. Widdowson

In attendance

Liz Kelso - Clerk

Min Ref.	Agenda item	
Per 006-21	1	Apologies, Declarations of Interest and Requests for Dispensation There were no apologies, declarations of interest and no requests for dispensation.
Per 007-21	2	Minutes of the previous meeting The Minutes of the meeting held on 25 th January 2021 were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.
Per 008-21	3	Exclusion of the public It was agreed that due to the confidential nature of the business of the next two agenda items that members of the press and public be excluded in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3).
Per 009-21	4	Recruitment of Assistant Clerk/Green Spaces Administrator The Clerk confirmed that one application for the post has been received after the deadline. Members considered whether to re-advertise the role but agreed to interview the candidate as soon as possible with a view to confirming an appointment if thought appropriate, at the next full council meeting. It was further agreed that the interview panel consist of the Mayor and two deputies.
Per 010-21	5	Staff Matters – Kington Recreation Ground Trust After due consideration, it was agreed to recommend to Full Council that the grounds staff from Kington Recreation Ground Trust be transferred to Kington Town Council. In the meantime the Clerk will see clarification on the practical procedures required with a view to bringing this to both the Recreation Ground Trust and Full Council within the next few months.

- Per 011-21** **6** **Staff Appraisal**
It was agreed to arrange an appraisal for the Clerk, to be conducted by the Mayor and two deputies. The Clerk will circulate documentation and details of procedures recommended by the SLCC. It was agreed that the appraisal will be via zoom, given the current restrictions for covid and should be completed, if possible, by the end of May.
- Per 012-21** **7** **Employment Policies**
It was agreed that current employment policies should be reviewed against recommended practice with a view to updating our current policies.
- Per 013-21** **8** **Date and time of next meeting and items for the agenda**
It was agreed to hold a Personnel Committee meeting on Monday 12th April at 5.30pm prior to Full Council to confirm the recommendation with regard to the employment of the Assistant Clerk. The next meeting full committee meeting will take place on Monday 14th June 2021 at 4pm. The following items were raised for the next agenda:
- Staff appraisals & workload
 - Employee policies

Chair

Date: _____