



# Kington Town Council

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## Minutes of the Personnel Committee Meeting

held on 26<sup>th</sup> July 2021

at The Old Police Station, Market Hall Street, Kington

### 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 019-21	1	<b>Election of Committee Chair</b> Cllr. E. Banks was duly elected Chair of the Committee for the forthcoming year.
Per 020-21	2	<b>Apologies, Declarations of Interest and Requests for Dispensation</b> There were no apologies, declarations of interest and no requests for dispensation.
Per 021-21	3	<b>Election of Vice Chair</b> Cllr. E. Rolls was duly elected Vice Chair of the Committee for the forthcoming year.
Per 022-21	4	<b>Minutes of the previous meeting</b> The Minutes of the meeting held on 12 <sup>th</sup> April 2021 were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.
Per 023-21	5	<b>Exclusion of the public</b> It was agreed that due to the confidential nature of the business of the next two agenda items, that members of the public be excluded from the following two agenda items in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960(3)
Per 024-21	6	<b>Recruitment of Assistant Clerk/Green Spaces Administrator</b> It was agreed to make a recommendation to Full Council that Ms. Tanith Vaughan, having successfully completed her probation period, be confirmed as Assistant Clerk/Green Spaces Administrator.

**Per 025-21**

**7 Staff Appraisals**

It was agreed that staff appraisals should be carried out before Christmas with the Clerk being appraised by the Committee Chair and Mayor and Green Spaces Administrator/Assistant Clerk to be appraised by the Clerk with Cllr. E. Banks as committee Chair.

Kington Recreation Ground Trust staff would also receive appraisals this year by the Clerk and Cllr. E. Banks.

**Per 026-21**

**8 Kington Recreation Ground Staffing**

It was agreed that a staffing review should be carried out with regard to Kington Recreation Ground Trust staffing. In preparation for this, the Clerk will establish the current status of the proposed transfer of Crooked Well Meadow to Kington Recreation Ground Trust.

Members further noted a verbal report from the Clerk on staffing and agreed that the Clerk and Cllr. E. Banks should meet with staff to discuss the way forward.

**Per 027-21**

**9 Date and time of next meeting and items for the agenda**

It was agreed that the next meeting will take place on Monday 25<sup>th</sup> October at 5.30pm. There were no further items raised for the agenda.

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Chair

Date: \_\_\_\_\_