



# Kington Town Council

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## Minutes of the Personnel Committee Meeting

held on 21<sup>st</sup> February 2022  
at The Old Police Station, Market Hall Street, Kington

### Present

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

### In attendance

Liz Kelso - Clerk  
Cllr. R. Warne

Min Ref.	Agenda item	
Per 01-22	1	<b>Apologies, declarations of interest and requests for dispensation</b> Apologies were noted from Cllrs. R. Banks and R. MacCurrach
Per 002-22	2	<b>Minutes of the previous meeting</b> The Minutes of the meeting held on 26 <sup>th</sup> July 2021 were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.
Per 003-22	3	<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). It was further agreed that Cllr. R. Warne be co-opted to the Committee and thereby able to stay in the meeting on the grounds of specialist knowledge for the following agenda items.
Per 004-22	4	<b>Resignation of Assistant Clerk/Green Spaces Administrator</b> Members noted the resignation of the Assistant Clerk/Green Spaces Administrator to enable her to concentrate on her personal business and agreed that she be thanked for her efforts on behalf of the Town Council since her appointment.

After some discussion, it was agreed that the job description of the Assistant Clerk/Green Spaces Administrator be amended to provide greater emphasis on the Assistant Clerk role and with an increase in hours to a minimum of 16 per week which should attract more candidates for the role. To ensure that the job description and starting salary point reflect current levels, it was further agreed that the Clerk research similar roles and report back to a further meeting of this Committee before putting a recommendation to Full Council.

**Per 005-22**

**5 Kington Recreation Ground Staffing**

It was noted that the staffing review for Recreation Ground Trust staff has not yet taken place due to pressure of work in other areas. Progress on the transfer of Crooked Well Meadow is still unclear but thought unlikely to progress in the immediate future. One member of staff has indicated that he may be considering leaving to pursue a personal businesses but has not formally resigned.

**Per 006-22**

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

It was agreed that the next meeting will take place on Wednesday 9<sup>th</sup> March at 3.30pm in the Old Police Station to review the revised job description for the vacancy of Assistant Clerk.

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Chair

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