Kington Town Council





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**Minutes of the Personnel Committee Meeting**

held on Monday 15th January 2018 at 6.00pmin

The Old Police Station, Market Hall Street, Kington HR5 3DP

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| **Present** | **In attendance** |
| **Cllr. P. Prior - Chair** | **Liz Kelso - Clerk** |
| **Cllr. E. Banks** |  |
| **Cllr. R. Banks** |  |
| **Cllr. M. Fitton** |  |
| **Cllr. R. MacCurrach** |  |
| **Cllr. E. Rolls** |  |

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|  | Agenda Item |  |
| **Per 001-18** | 1 | **Apologies, declarations of interest and requests for dispensation** |
|  |  | Apologies were noted from Cllr. C. Forrester. There were no declarations of interest and no requests for dispensation |
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| **Per 002-18** | 2 | **Minutes of the meeting held on 9th October 2017** |
|  |  | The Minutes of the meeting held on 9th October 2017, which had been previously circulated, were taken as read. It was agreed that the Chairman be authorised to sign the Minutes as a true record of proceedings at that meeting. |
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| **Per 003-18** | 3 | **Exclusion of members of the public** |
|  |  | Due to the confidential nature of the business of the following agenda items, under the Public Bodies (Admission to Meetings) Act 1960 (3) it was proposed that members of the public be excluded during discussion of the following two agenda items. The resolution was carried. |
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| **Per 004-18** |  | **Recreation Ground Groundsman** |
|  |  | It was agreed that having successfully completed the 13 week probationary period, the groundsman be confirmed in post. It was further agreed that appropriate further training be identified and put to the Recreation Ground Trust for consideration. Finally it was agreed that DBS clearance be obtained as soon as possible for the groundsman |
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| **Per 005-18** | 5 | **Review of the Town Clerk’s working hours** |
|  |  | The Clerk reported that having now been in post for 6 months, it was evident that undertaking all required tasks was difficult within the contracted 25 hours per week and requested that either the nature of the work be reviewed or consideration be given to increasing the contractual hours from 25 per week to 30 per week.  In reviewing the work undertaken by the Clerk, it was acknowledged that the responsibilities of the Town Council had increased in recent years and activities in relation to the Recreation Ground Trust for which the Clerk is administrator, have similarly increased. Grant funding obtained for work in the Recreation Ground and other areas of public open space (once acquired through the Community Asset Transfer) would undoubtedly increase this requirement. Given budget constraints, it was agreed to recommend to Full Council and to the Recreation Ground Trust that consideration be given to a contribution from the Recreation Ground Trust budget to the salaries budget towards the costs/time associated with managing the Trust finances, staffing and projects.  Finally, whilst acknowledging that the recently agreed budget did not include provision for additional hours, it was agreed to recommend to Full Council that the Clerk’s working hours be increased from 25 per week to 30 per week with such additional hours worked as required either at home or from the Town Council office. |
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| **Per 006-18** | 6 | **Items for the next agenda** |
|  |  | The following item was requested for consideration at the next meeting: Training needs of the Groundsman for the Recreation Ground |
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| **Per 007-18** | 7 | **Date of next meeting** |
|  |  | The next meeting will be held on Monday 12th March 2018 at the Old Police Station, Market Hall Street, Kington, commencing at 6pm. |
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|  |  | Signed ………………………………………….………………… Chair of Personnel Committee Date…………………… |