

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 9 April 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Nigel Bowler
Councillor James Plastow

Councillor Paul Hooton
Councillor Kenneth Woolley

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk (TC)
Operations Manager

PC25/104 Apologies for Absence

Apologies for absence were received from Councillors R Craig, P Key.

PC25/105 Declarations of Interest

No declarations of interest were made.

PC25/106 Dispensation Requests

No dispensation requests were received.

PC25/107 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC25/109, PC25/110, PC25/111 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/108 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 12 March 2025 be approved as a as a true and accurate record and signed by the Chair.

PC25/109 Probation Review (Paper B)

RESOLVED: to NOTE probation review.

PC25/110 Staffing (Paper C)

RESOLVED: to approve increasing the Caretakers hours to 951 (as per Working Hours Framework contain in report) for 2025/26 on a trial basis and additional salary and on costs of £1,843.34 to be used from 1000/4 Agency Staff.

PC25/111 Staffing Issue

RESOLVED: to

- i. Look at producing an investigation timeline and process for any future need
- ii. Support the Leader in reporting to the Monitoring Officer
- iii. Ensure update at the next meeting or brief another Member to report to the meeting.

PC25/112 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- i. Shared Parental Leave Policy Review
- ii. Adoption Leave Policy Review
- iii. Parental Bereavement Policy Review
- iv. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- v. Volunteer Policy Review
- vi. No Smoking Policy Review
- vii. Mobile Phone Policy
- viii. Electronic Information and Communication Systems Policy

PC25/113 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 14 May 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 6:53pm.

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting