

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 8 October 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Richard Craig (Chair)

Councillor Sheila Bibb
Councillor Paul Hooton
Councillor Doug Owles
Councillor Kenneth Woolley

Councillor Dennis Dannatt
Councillor Paul Key
Councillor James Plastow
Councillor Stephen Blogg (sub)

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

PC26/012 Apologies for Absence

Apologies for absence were received Councillor N Bowler.

PC26/013 Declarations of Interest

Councillor Plastow declared a personal interest in agenda item PC26/024.

PC26/014 Dispensation Requests

No dispensation requests were received.

PC26/015 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC26/020, PC26/021, PC26/022, PC26/023 and PC26/024 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/016 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 16 July 2025 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillor Blogg abstained from voting on the above resolution.

PC26/017 National Salary Award (Paper B)

RESOLVED: to NOTE the 2025-26 National Salary Award

Initialled:

Personnel Committee minutes 2025-26

PC26/018 NJC Extra Statutory Days (Paper C)

RESOLVED: to set the two occasional days for office closure as Wednesday 24 December 2025 and Wednesday 31 December 2025 and the grounds team can use their days between Wednesday 24 December 2025 and Friday 2 January 2026 inclusive.

PC26/019 2026 / 2027 Budget (Paper D)

RESOLVED: to **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to the draft budget for 2026/27 as set out in the paper.

Note: Councillor Woolley abstained from voting on the above resolution.

PC26/020 Recruitment Update (Paper E)

RESOLVED: to NOTE the update regarding recruitment of a Grounds Maintenance Operative.

PC26/021 Staff Sickness, Absence and Leave (Paper F)

RESOLVED: to NOTE the sickness absence and holiday report.

PC26/022 Motion from Councillor Paul Key

The Communities Officer post has been running for nearly 11 Months now, so I am trying to ascertain tangible evidence of progress made.

In the spirit of Public Transparency could I have the answers to the following:
Motion

Could you please answer me the following Questions please.

1. How many projects for grant bids are at present being undertaken.
2. Have any bids for grants been turned down.
3. What is the reason for any not being completed at present.
4. How many have been completed if any.
5. What is the approximate cost of all the current grant bids.
6. What is the Communities Officer biggest fear going forward.

I So Move, Councillor Paul Key Leader of Gainsborough Town Council
Seconded by Councillor Richard Craig

Councillors expressed concern regarding the manner in which the motion had been presented and worded, noting that there were more appropriate ways to receive the information requested.

Councillor Craig withdrew his seconding of the motion. As no seconder was forthcoming, the motion **FAILED**.

PC26/023 Call-out Provision (Paper G)

RESOLVED: to

- i. Seek HR advice with regards to current employee contracts
- ii. Work out costings if available inhouse
- iii. Look at quotes for an external contractor
- iv. Consult what similar sized Council do

PC26/024 Staffing Issue (Paper H)

Note: Councillor Plastow left the meeting.

RESOLVED: to NOTE the report on staffing issue and continue to follow HR guidance.

PC26/025 Items for Notification

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

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

PC26/026 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 12 November 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:42pm.

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