

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 12 November 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Sheila Bibb (Chair)

Councillor Nigel Bowler
Councillor Paul Hooton
Councillor Doug Owles
Councillor Kenneth Woolley
(arrived at 6:35pm).

Councillor Dennis Dannatt
Councillor Paul Key
Councillor James Plastow

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

Also Present: Councillor Richard Thompson

PC26/027 Apologies for Absence

Apologies for absence were received Councillor R Craig.

PC26/028 Declarations of Interest

Councillor Plastow declared a personal interest in agenda item PC26/035.

PC26/029 Dispensation Requests

No dispensation requests were received.

PC26/030 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC26/034 and PC26/035 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/031 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 8 October 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PC26/032 Volunteer Policy Review (Paper B)

Initialled:

Personnel Committee minutes 2025-26

RESOLVED: to adopt updated Volunteer Policy.

Note: Councillor Woolley arrived at the meeting at 6:35pm.

PC26/033 2026 / 2027 Budget (Paper C)

RESOLVED: To **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to approve the budget as set out in Paper C.

PC26/034 Probation Review (Paper D)

RESOLVED: That the Committee approves appointment as a permanent member of staff in the role of Grounds Maintenance Operative, effective from 13 November 2025, following successful completion of his probationary period.

Note: Councillor Plastow left the meeting at 6:47pm.

PC26/035 Staffing Issue (Paper E)

RESOLVED: To approve the recommendation in the Paper.

PC26/036 Items for Notification

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

- i. Call-out Provision
- 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

PC26/037 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 14 January 2026 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