

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 14 January 2026** 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 Dennis Dannatt
Councillor Paul Key
Councillor Kenneth Woolley

Councillor Nigel Bowler
Councillor Paul Hooton
Councillor Doug Owles

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

PC26/038 Apologies for Absence

No apologies were received.

PC26/039 Declarations of Interest

No declarations of interest were made.

PC26/040 Dispensation Requests

No dispensation requests were received.

PC26/041 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC26/047, PC26/048 and PC26/049 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/042 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 Craig abstained from voting on the above resolution.

PC26/043 Lincolnshire Pension Fund (Paper B)

RESOLVED: To note the draft Lincolnshire Pension Fund 2025 valuation results

and proposed contribution rates from 1 April 2026 and approve the contribution rate of 19.2% for the next three years.

PC26/044 HR Audit December 2025 (Paper C)

RESOLVED: To note the HR compliance report from the Council's HR adviser, and certification gained.

PC26/045 Neonatal Care Leave Policy (Paper D)

RESOLVED: To RECOMMEND to FULL COUNCIL to adopt a Neonatal Care Leave Policy.

PC26/046 Marshalls Cleaning Provision (Paper E)

RESOLVED: To extend current arrangement with Office Maid until 31 March 2027, then reevaluate.

PC26/047 Caretaker Provision (Paper F)

RESOLVED: That consideration of Caretaker Provision be deferred until the next meeting, pending receipt of a report addressing the following:

- i. Opportunities for generating additional income
- ii. Lost revenue arising from declined bookings
- iii. Whether the Office Maid could undertake spot checks between bookings and potentially open the building for one-off bookings
- iv. The feasibility of a job-share arrangement, up to a total of 40 hours
- v. The feasibility of employing two Caretakers, with a combined total of up to 40 hours
- vi. For items (iv) and (v), a quantification of hours required

PC26/048 Staff Sickness Absence and Leave (Paper G)

RESOLVED: To note the sickness absence and holiday report.

PC26/049 Annual Staff Appraisals (Paper H)

RESOLVED: To note the outcomes of the recent annual staff appraisals.

PC26/050 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

PC26/051 Time and Date of Next Meeting

RESOLVED: to **NOTE** the next Personnel Committee meeting scheduled for Wednesday 11 March 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:21pm.

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