



Broughton Town Council

Personnel Committee Minutes

Minutes of the meeting of the Personnel Committee held at 6.35pm on Monday 6th November 2023 at the Phil Grundy Community & Sports Centre.

Present: Cllr Lee, Cllr Price (Chair), Cllr Portess & Cllr Ross.
Also present: Clerk to the Council – Deb Hotson.

1. Apologies for Absence

All members present.

2. Declaration of Interest

a. To record any declaration of interest in respect of the agenda.

Cllr Portess declared an interest in item 4 relating to one of the handymen.

Cllr Ross declared an interest in item 4 relating to one of the cleaners/caretakers.

b. To note any dispensations given to any member of the Committee in respect of the agenda.

None outstanding.

3. To consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the item to be discussed.

No members of the public or press were present.

4. Personnel issues

Staff Appraisals

The appraisals were carried out for all staff and will be recorded on the Staff Appraisal documentation.

Recommendation from the Committee for the Town Clerk SCP to increase from 30 to 31 with immediate effect.

Recommendation that the holidays for the 0 hours contract is calculated quarterly and paid to the employee.

5. AOB

No other items raised.

Date and Time of the next meeting

To be confirmed.

The meeting closed at 8.30pm.