



Broughton Town Council

Personnel Committee Minutes

Minutes of the meeting of the Personnel Committee held at 7pm on Monday 10th February 2025 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.
None declared.
- b. To note any dispensations given to any member of the Committee in respect of the agenda.
Nonoutstanding.

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.

Resolved – to exclude the public and press.

4. Personnel issues

Staff appraisal

Cllr Price provided a summary of the appraisal held with one of the handymen. The other being completed in November.

The recommendation from the appraisal is to go to full council.

Ground Person

The job specification was agreed along with the job advert. The position will be advertised on 19th February until 28th February with interviews being conducted on 3rd March and full council determining the successful applicant at an extra meeting scheduled for 10th March.

This recommendation is to go to the full council for approval on 17th February.

5. AOB

No other items raised.

Date and Time of the next meeting

As and when required.

The meeting closed at 7.40pm.