



## WINCANTON TOWN COUNCIL

### MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 13<sup>th</sup> JANUARY 2020 IN THE TOWN HALL

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**MEMBERS PRESENT:**

Councillors Old, Vagg, Cook & Shelbourn Barrow.

**PUBLIC PARTICIPATION**

None.

**0762 CHAIRMAN**

On a proposal from Councillor Old, seconded by Councillor Cook, committee agreed Councillor Old would be the committee chairman.

**0763 APOLOGIES**

Councillor Thomas.

**0764 DECLARATIONS OF INTEREST**

None

**0765 CLERKS REVIEW**

It was agreed that Councillor Old and Councillor Shelbourn Barrow would carry out the Clerks review/appraisal in April 2020.

**0766 ROLES AND RESPONSIBILITIES**

The Clerk briefed Council on the roles of the staff. Councillor Shelbourn Barrow asked for clarification of roles and staff salaries, job descriptions to include hours, to understand if the skills within the Town Council to commence a discussion regarding additional hours for the Wincanton for the Future role. Also, To understand who carries out the appraisals for other members of staff. As Manager of paid staff, the Clerk carries out the appraisals.

Councillor Shelbourn Barrow talked about the recruitment of a support worker to work on the Wincanton For The Future Stakeholder Group. Committee asked for a job description and role to be sent to all Councillors for consideration at the next precept meeting.

**0767 ITEMS FOR CONSIDERATION FOR THE NEXT AGENDA**

Staff Structure and Roles.  
Protocol Between Staff and Officers Review.

The meeting ended at 6:35pm

Signed .....

Dated: 10<sup>th</sup> February 2020