



"Stronger together"

**Minutes of the
Personnel Committee
Tuesday 27 March 2025**

Grantham Town Council

The Parlour
The Guildhall
St Peter's Hill
Grantham
NG31 6PZ

Present: Cllr Lee Steptoe – Chairman Cllr Bruce Wells
Cllr Marie Reid Cllr Steve Cunnington
Cllr Charmaine Morgan Cllr Wayne Hasnip
Cllr Steve Billingham

Officers Present: Clerk to the Town Council - Anita Eckersley
Assistant to the Clerk – Chloe Goswell

Other Councillors: None

Public: 1 member

P31 Cllr Bruce Wells wished to have noted his apologies to the Clerk regarding a comment he had made at another meeting. He recalled receiving the email notifying Committee members of the meeting but had mentioned to the clerk that he had problems receiving calendar invitations.

P32 Appointment of Vice-Chairman for the Personnel Committee

The Committee proposed that the Vice-Chairman for the Personnel Committee would be appointed after the Town Council Annual General Meeting.

Resolved: That the Vice-Chairman for the Personnel Committee would be appointed after the Town Council Annual General Meeting.

P33 Apologies for Absence

Apologies for absence had been received from Cllr Declan Gibbons, Cllr Nik Pattison, Cllr Elvis Stooke and Cllr Tim Harrison and these were noted.

P34 Declarations of Interest

P34a To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other interests under the Members Code of Conduct.

None were declared.

P34b To receive and decide upon requests for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests.

None were received.

P35 Minutes for the 18 February 2025 meeting

As no comments were raised, Cllr Bruce Wells proposed the minutes from the Personnel Committee Meeting held on 18 February 2025 and this was seconded by Cllr Marie Reid.

Resolved: That the minutes from the Personnel Committee Meeting held on 18 February 2025 were agreed as an accurate record of the meeting.

P36 Lone Working Policy

The Committee considered the draft Lone Working Policy and agreed it in principle but felt that before it should go to Town Council for adoption, it should include councillors and contain a Risk Assessment as an appendix.

Resolved: That the draft Lone Working Policy should include councillors and have a Risk Assessment as an Appendix before it could be recommended to Town Council for adoption.

P37 Health and Safety Policy

The Committee considered the draft Health and Safety Policy and agreed it in principle but suggested that a Risk Assessment should be included as an appendix before being recommended to Town Council for adoption.

Resolved: That before the Draft Health and Safety Policy is recommended to Town Council for Adoption, a Risk Assessment is included as an appendix.

P38 Exclusion of the Press and Public

Resolved: That further to the Public Bodies (Admission to Meetings) Act 1960 the press and public to be excluded from the discussion of Agenda Items P39 through to P40 by virtue of the confidential nature of the business to be transacted.

P39 Job Evaluation for the Clerk

The Clerk was asked to leave the meeting

Upon returning to the meeting the Committee confirmed the following resolution.

Resolved: That the Clerk arranges a meeting as soon as possible with the Chairman of the Personnel Committee and the Chairman of the Town Council to look at the contracts for both the Clerk and the Assistant to the Clerk with a view to standardising them.

P40 Committee Work Programme

That the Work Programme for the forthcoming year to include Member Development, drafting an advertisement for the Responsible Financial Officer and the outstanding policies and procedures.

The meeting closed at 21.17