

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Andrew McGovern

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## Minutes of the Personnel Committee Meeting of Thrapston Town Council held on Tuesday 10<sup>th</sup> December 2024 at 7:15pm at the Town Council Office, Thrapston

- Present:** Councillor Severn (Chairman) Councillor Latimer  
Councillor Bellamy Councillor McGovern  
Councillor Glover Councillor Wilcox  
Linda Brodier (Town Clerk)
- PER/12/01 **APOLOGIES**  
Councillors Hawkins had tendered his apologies which were accepted.
- PER/12/02 **DECLARATION OF INTEREST**  
None.
- PER/12/03 **PUBLIC OPEN TIME**  
None.
- PER/12/04 **MINUTES**  
**Resolved** that the Minutes of the Personnel Committee meeting dated 10<sup>th</sup> September 2024 be confirmed as a true record.
- PER/12/05 **CLERK'S REPORT**  
Report noted. There were no matters arising.
- PER/12/06 **POLICIES & PROCEDURES**  
PER/12/06.1 **To receive Officer Report together with Sexual Harassment Guidance Notes, Policy, Risk Assessment, Action Plan & Training Log for consideration and review with a view to making a recommendation to Council for approval and adoption of the Policy.**  
Following consideration and review **resolved** to make a recommendation to Full Council that they approve and adopt the Sexual Harassment Policy.
- PER/12/07 **EXCLUSION OF PUBLIC & PRESS**  
**To resolve that in accordance with Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and by reason of the confidential and sensitive nature of the following items of business, the Press and Public be excluded from the meeting for the next item.**  
**Resolved** to close the meeting to members of the public and press.
- PER/12/08 **STAFFING**  
**To discuss staff requests, staffing levels, job descriptions, staff performance and expectations, staff pay, staff holidays and any grievances raised and agree any action to be taken.**

PER/12/08.1 **To receive officer report and discuss Plaza opening hours / caretaker cover with a view to putting procedures in place for safety of staff.**  
**Resolved** to investigate cost of security to provide “bouncer” role at closure of party type events, with the cost being passed on to the hirer. Once costs obtained agreed to take straight to Full Council for approval and implementation.

PER/12/08.2 **To receive officer report in relation to staff working at Remembrance 2024 and other events, with a view to addressing any areas of concern.**  
**Resolved** that in relation to road closures that the cost for security be investigated and considered by the events committee.  
**Resolved** that in relation to staff working events that initially staff be asked which events they can cover then where there is a shortfall the Events Manager will look to cover the event with volunteers. **Resolved** that staff working outside their contracted hours be paid time and a half. **Resolved** that contracted staff be paid an annual honorarium for working unsocial and long hours – fee to be determined.

PER/12/08.3 **To receive officer report in relation to staffs’ absence from work for medical reasons in 2025 with a view to discussing arrangements for their periods of absence.**  
To cover the Plaza for extended periods of absence **resolved** that in the first instance we recruit for a temporary worker; if this is not successful then staff be asked if they can cover any shifts, paid at time and a half as it is outside their usual contracted hours. To cover the Office for extended periods of absence **resolved** that additional hours be offered to staff as may be required, paid at time and a half as outside their usual contracted hours. Office to ensure the essential services of the council are maintained and to prioritise workload where necessary, reporting any work put on hold to the Council with potential risks.

PER/12/08.4 **To discuss staff compassionate leave.**  
**Resolved** that compassionate leave be granted with matters being delegated to the Clerk and Chair of Personnel to use their discretion for a suitable return to work plan.

PER/12/09 **RE-OPENING OF MEETING**  
**Resolved** to re-open the meeting.

PER/12/10 **CHAIRMAN’S UPDATE**  
The Chairman thanked everyone for attending.

**There being no further business the meeting closed at: 20:14.**

Signed .....

Dated .....