

# SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council's Personnel Committee held on 15 September 2021 at 7.00pm in Sandbach Town Hall.

## PRESENT

Councillors: G Merry (Chair)  
G Price Jones (Town Mayor)  
R Hovey  
S Corcoran  
K Flavell

## ALSO PRESENT

M Bailey (Acting Town Clerk)  
K Pepper (Assistant Town Clerk)

### 1. EXCLUSION OF PUBLIC AND PRESS

**Resolved:** All agenda items except for numbers 1-4 (inclusive) and numbers 12-17 (inclusive) to be debated and voted upon with the exclusion of both public and press, under the Public Bodies Admissions to Meeting Act 1960.

### 2. APOLOGIES FOR ABSENCE

Cllr S Crane  
Cllr L Crane

### 3. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 4. MINUTES OF THE PREVIOUS MEETING

**Resolved:** The minutes of the Personnel Committee meeting held on 30 July 2021 are approved as a true record of the meeting.

### 5. UPDATE ON THE TOWN CLERK

**Resolved:** The Acting Town Clerk and Deputy Town Mayor reported on the latest position.

### 6. UPDATE ON STAFF RETIREMENT

A report was received on the current position.

**Resolved:** It was resolved to proceed with actions set out to the Committee.

### 7. CONFIRMATION OF NEW CONTRACTS

It was reported that contracts had been drawn up and agreed.

**Resolved:** The Committee noted that the above contracts had been drawn up and signed.

**8. CONFIRMATION OF STAFF INCREMENTS**

It was reported that the staff increments agreed at the previous Personnel Committee meeting had been implemented.

**Resolved:** The Committee noted that the staff increments previously agreed had been implemented.

**9. ROLE REVIEW/RECRUITMENT**

This item is outlined above under item 6 in the minutes.

**10. ATTENDANCE OF ASSISTANT TOWN CLERK AT MEETINGS**

**Resolved:** It was resolved by the Committee that the Assistant Town Clerk would attend meetings of the Personnel Committee to provide information, advice and guidance to Members.

**11. SUPPORT FOR FINANCE OFFICER**

It was reported that the Finance Officer requires some support in the role.

**Resolved:** It was resolved that the Acting Town Clerk would provide management support to the Finance Officer.

**12. EQUALITY POLICY**

**Resolved:** It was resolved that the Equality Policy would be circulated to all STC staff, and that staff would be asked to respond with any issues or questions. In addition, a training audit was to be carried out. This will be brought back to the next meeting for an update.

**13. POTENTIAL TRAINING REQUIREMENTS**

**Resolved:** It was resolved to provide training on the Equality Policy; finance and to provide time off if required. This will be revisited at the next meeting of the Committee.

**14. AIR PURIFICATION IN STC OFFICES**

**Resolved:** It was resolved to get outside advice on this matter.

**15. CORRESPONDENCE**

There was no correspondence to report to the Committee.

**16. ITEMS FOR NEXT MEETING**

Town Clerk update

Equality Policy training update

Staff recruitment/re-allocation update

**17. DATE, TIME AND PLACE OF NEXT MEETING**

16 March 2022 (will review)

The meeting closed at 8.28pm

G Merry, Chairman

MB.