



Ref: Agenda/ Personnel-24/11/2021

18<sup>th</sup> November 2021

Dear Sir/Madam

All Members of the Personnel Committee are hereby summoned to the Personnel Meeting of Biggleswade Town Council that will take place on **Wednesday 24<sup>th</sup> November 2021** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

Peter Tarrant  
**Chief Executive & Town Clerk**

Distribution:                      Committee Members  
   Notice Boards

Committee Members:    Cllr J Woodhead (Chairman)  
   Cllr Mrs H Ramsay (Vice Chairman)  
   Cllr C Thomas  
   Cllr M Foster  
   Cllr F Foster  
   Cllr M Knight  
   Cllr M North  
   Cllr R Pullinger  
   Cllr Mrs M Russell  
   Cllr D Strachan

## AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item.
- b. Non-Pecuniary interests in any agenda item.

3. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the agenda.

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_VJE1arCQRDWBuNpU1xXw9w](https://us06web.zoom.us/webinar/register/WN_VJE1arCQRDWBuNpU1xXw9w)**

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot.**

**4. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and approve the minutes of the Personnel meeting held on **Tuesday, 25<sup>th</sup> May 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

**5. MATTERS ARISING**

- a. Minutes of the Personnel meeting held on **Tuesday, 25<sup>th</sup> May 2021.**

**6. ITEMS FOR CONSIDERATION**

None

**7. ITEMS FOR INFORMATION**

None

**8. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_VJE1arCQRDWBuNpU1xXw9w](https://us06web.zoom.us/webinar/register/WN_VJE1arCQRDWBuNpU1xXw9w)**

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot.**

9. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

- (10a. Orchard Community Centre Review)
- (10b. Personnel Strategy for the Administration Team)
- (10c. HR Update)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



**MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON  
TUESDAY 25 MAY 2021 AT 7PM AT THE TOWN COUNCIL OFFICES, THE  
OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



**PRESENT:**

Cllr. J. Woodhead (Chair)  
Cllr. H. Ramsay (Vice Chair)  
Cllr. M. Foster  
Cllr. F. Foster  
Cllr. M. Knight  
Cllr. M. North  
Cllr. R. Pullinger  
Cllr. M. Russell  
Cllr. D. Strachan  
Cllr. C. Thomas

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council  
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council  
Mr J Woolley – Deputy Public Realm Manager, Biggleswade Town Council  
Mrs S van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 0

**Meeting Formalities**

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

**1. APOLOGIES**

None.

**2. 1. DECLARATION OF INTERESTS**

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item – None.
- b. Pecuniary interests in any agenda item – None.

**3. PUBLIC OPEN SESSION**

There were no questions from the member of the public present.

4. **MINUTES OF MEETINGS**

- a. Members received the Minutes of the Personnel Committee Meeting of **Tuesday 2<sup>nd</sup> February 2021** and requested the following clarification:

Item 10 a. v) – Cllr Pullinger requested the following change to the resolution: It was **RESOLVED** to refer the Town Clerk & Chief Executive’s remuneration to Council and for the Chairman to prepare a report on this.

Subject to this amendment, the Minutes of the Personnel Committee Meeting held on **2<sup>nd</sup> February 2021** were **APPROVED**.

5. **MATTERS ARISING**

Matters arising from the Minutes of the Personnel Committee Meeting of **2<sup>nd</sup> February 2021**.

None.

6. **ITEMS FOR CONSIDERATION**

None.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

There were no questions or comments from the member of the public present.

9. **EXEMPT ITEMS**

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolve to exclude the public and press by reason of the confidential nature of the business being transacted.

(10a – Public Realm Staffing Review)(10b – HR Update)  
(10c – Commercial Contract Update)

The following resolution was **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.