



**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**HELD ON TUESDAY 1<sup>ST</sup> MARCH 2022**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL**



**PRESENT:**

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

Mr P Tarrant - Town Clerk & Chief Executive  
Mr K Hosseini - Head of Governance & Strategic Partnerships  
Mr P Truppin - Head of Place Shaping & Town Centre Management  
Mrs W Solomon - Head of Finance & Planning  
Miss H Calvert - Administration & HR Manager  
Miss S Jolly - Meeting Administrator

Members of the 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 FOR ABSENCE**

None.

**ABSENT WITHOUT APOLOGIES**

None.

**2. DECLARATIONS OF INTEREST**

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

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

**3. PUBLIC OPEN SESSION**

There were no members of the public present.

4. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes of the Personnel Committee Meeting held on **Tuesday 24<sup>th</sup> November 2021** were **APPROVED** subject to alterations to Items 3 and 8 to read 'There were no members of the public present'.

5. **MATTERS ARISING**

None.

6. **ITEMS FOR CONSIDERATION**

None.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

There were no members of the public present.

9. **EXEMPT ITEMS**

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

(10a – The Orchard Community Centre)  
(10c – HR Update)

The following resolution was **MOVED** that it is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

10. **EXEMPT ITEMS**

a. **The Orchard Community Centre**

Members considered the written report presented by the Head of Place Shaping & Town Centre Management and noted the requirement for a new report which will be presented at a future Personnel Committee meeting.

b. **HR Update**

Members received an oral update from the Town Clerk & Chief Executive on several HR matters.

The Chairman closed the Meeting at 8.52pm