



Ref: Agenda/Personnel– 02/08/2022

28th July 2022

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Personnel Committee Meeting of Biggleswade Town Council that will take place on **Tuesday 2nd August 2022** 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
Town Clerk & Chief Executive

Distribution: Committee Members
 Notice Boards

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

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_mwm8qDvxSX2nrR7UJvXx0g

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. The Minutes of the Personnel Committee Meeting held on **Tuesday 1st March 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

5. MATTERS ARISING

- a. The Minutes of the Personnel Committee Meeting held on **Tuesday 1st March 2022** at the Office of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

6. ITEMS FOR CONSIDERATION

- a. None.

7. ITEMS FOR INFORMATION

- a. 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:

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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 it is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

(10. HR Updates)

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 1ST 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 24th 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