



Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

2 April 2025

To: All Members of the Personnel Committee

**YOU ARE SUMMONED TO ATTEND** an ordinary meeting of the **Personnel Committee** to be held on 8 APRIL 2025 in the Council Chamber, Town Hall, East Street, Wareham at **14:30 hrs** for the purpose of transacting the business set out in the agenda below.

***Please contact the Town Council office on 01929 553006 if you need any further information on this Agenda.***

Nicola Gray  
Town Clerk

#### **MEMBERS OF Personnel Committee**

Councillor:           K Critchley (Chair)  
                              I Davey (Deputy Chair)  
                              M Cotton  
                              D Budd  
                              Z Gover  
                              L Kirk

**8 April 2025 at 2.30pm**

**1. Apologies for absence**

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

**2. Declarations of interest**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

**3. Public participation time**

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Protocol for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

**4. Confirmation of minutes of previous meeting held on 21 January 2025**

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

**5. Matters arising from the minutes of the last meeting held on 21 January 2025**

To consider any matters arising from the previous minutes of the Committee.

**6. Appointment of Museum Co-Ordinator**

To note the appointment of the Museum Co-Ordinator following recruitment.

**7. Staff Structure**

To approve the revised staff structure following Museum Co-Ordinator recruitment.

**8. Any other items the Chairman deems urgent**

For report, information or for the agenda at the next meeting of the Personnel Committee.

**9. Date of the next meeting**

To note date of next meeting: **Tuesday 10 June 2025 at 14.30.**



## Minutes of a meeting of the Personnel Committee held on 21 January 2025 in the Council Chamber, Town Hall, East Street, Wareham at 2.30pm

**Councillors Present:** Councillors K Critchley (Chair), Cllr I Davey (Deputy Chair), D Budd, M Cotton, Z Gover and L Kirk.

**Officer Present:** N Gray, Town Clerk and RFO

**P 031/25      Apologies for absence**

There were no apologies for absence.

**P 032/25      Declarations of Interest**

There were no declarations of interest.

**P 033/25      Public participation time**

There were no members of the public present.

**P 034/25      Confirmation of the minutes of the meeting held on 12 November 2024**

The Minutes of the meeting held on 12 November 2024 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

**P 035/25      Matters arising from the minutes of the previous meeting**

There were no matters arising.

**P 036/25      Any other items the Chairman deems urgent**

There were no items deemed urgent.

**P 037/25      Date of the next meeting**

The next meeting would be held on 8 April 2025 at 2.30pm.

**P 038/25      Confidential session**

**Resolved:** That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted

**P 039/25      Staffing Update - Verbal**

The Clerk advised members of the resignation of the Museum Manager, noting his reasons were personal, but although he had been made very welcome and enjoyed being in the staffing team, he had experienced some resistance to his appointment from within the museum. As a result of his resignation there was an opportunity to reconsider the role with a more operational post, and the Clerk shared a draft job description and person specification for members to consider.

It was **RESOLVED** to approve the job description and person specification for a museum co-ordinator on SCP 13, £28,163 and to delegate recruitment and appointment of the Museum Co-ordinator to the Chair and Town Clerk.

Chairman ..... Date .....



**WAREHAM**  
Town Council

## Staff Structure

