



Town Hall
East Street
Wareham
Dorset
BH20 4NS

7 August 2025

To: All Members of the Personnel Committee

YOU ARE SUMMONED TO ATTEND an ordinary meeting of the **Personnel Committee** to be held on **Tuesday 12 August 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 (Chairman)
 D Budd
 I Davey
 Z Gover
 V Green
 L Kirk

12 August 2025 at 2.30pm

1. Election of Chairman

To elect a Chairman for the municipal year 2025/2026.

2. Election of Deputy Chairman

To elect a Deputy Chairman for the municipal year 2025/2026

3. 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 Tuesday 8 April 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 Tuesday 8 April 2025

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

6. Update on National Salaries

To receive an update on the progress of the National Salary discussions.

7. Any other items the Chairman deems urgent

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

8. Confidential Session

At the conclusion of this part of the Agenda, the Chairman will move the following resolution:

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.

9. Staffing Matters

To consider any staffing matters.

10. Date of the next meeting

To note date of next meeting: Tuesday 12 August 2025 at 14.30.



**Minutes of a meeting of the Personnel Committee held
on 8 April 2025 in the Council Chamber, Town Hall,
East Street, Wareham at 2.30pm**

Councillors Present: Councillors K Critchley (Chair), D Budd, M Cotton, Z Gover and L Kirk.

Officer Present: N Gray, Town Clerk and RFO

P 040/25 Apologies for absence

Apologies for absence were received and accepted from Cllr I Davey.

P 041/25 Declarations of Interest

There were no declarations of interest.

P 042/25 Public participation time

There were no members of the public present.

P 043/25 Confirmation of the minutes of the meeting held on 21 January 2025

The Minutes of the meeting held on 21 January 2025 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

P 044/25 Matters arising from the minutes of the previous meeting

There were no matters arising.

P 045/25 Appointment of Museum Co-Ordinator

The Committee noted the appointment of Miss Katie Seal as the new Museum Co-Ordinator, at SCP 13, and asked that their congratulations were passed on to her for the appointment.

P 046/25 Staff Structure

The Committee considered the draft staff structure given the change of role within the museum and the fact that the Administrative Officer was operationally managing the Caretaker/Keyholder.

It was **RESOLVED** to approve the proposed staff structure.

P 047/25 Any other items the Chairman deems Urgent

There were no items deemed urgent.

P 048/25 Date of the next meeting

The next meeting would be held on 10 June 2025 at 2.30pm.

Chairman Date