



**WAREHAM**  
Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

3 June 2026

To: All Members of the Personnel Committee

**YOU ARE SUMMONED TO ATTEND** an ordinary meeting of the **Personnel Committee** to be held on **Tuesday 9 June 2026** 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  
                              I Davey  
                              B Dean  
                              Z Gover  
                              V Green  
                              L Kirk

**1. Election of Chair**

To elect a Chair for the municipal year 2026/2027.

**2. Election of Deputy Chair**

To elect a Deputy Chair for the municipal year 2026/2027

**3. Apologies for absence**

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

**4. 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)

**5. 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)

**6. Confirmation of minutes of previous meeting held on Tuesday 20 January 2026**

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

**7. Matters arising from the minutes of the last meeting held on Tuesday 20 January 2026**

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

**8. Update on National Salaries**

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

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

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

**10. 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.*

**11. Staffing Matters**

To consider any staffing matters.

**12. Date of the next meeting**

To note date of next meeting: Tuesday 11 August 2026 at 14.30.



**Minutes of a meeting of the Personnel Committee held on 20 January 2026 in the Council Chamber, Town Hall, East Street, Wareham at 2.30pm**

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

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

**P 022/25-26 Apologies for absence**

Apologies were received and accepted from Cllr V Green.

**P 023/25-26 Declarations of Interest**

There were no declarations of interest.

**P 024/25-26 Public participation time**

There were no members of the public present.

**P 025/25-26 Confirmation of the minutes of the meeting held on 14 October 2025**

The Minutes of the meeting held on 12 August 2025 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

**P 026/25-26 Matters arising from the minutes of the previous meeting**

There were no matters arising.

**P 027/25-26 Any other items the Chairman deems Urgent**

There were no items deemed urgent.

**P 028/25-26 Date of the next meeting**

The next meeting would be held on 14 April 2026 at 2.30pm.

**P029/25-26 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 030/25-26 Staff Update**

Members considered the offer from the Admin Officer to increase her hours by 4.75 hours per week to become full-time. The Clerk noted that given the workload for herself and the Deputy Clerk heading into some major projects and bid funding, she would prefer to take up the offer from an exiting member of staff rather than recruit another part-time person.

It was **RESOLVED** to agree the increase of hours for the Admin Officer from 32.25 hours to 37 hours per week and for this to commence as soon as possible but when it was considered best for the postholder.

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