



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