



**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 .....