



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