

**Congleton Town Council**

**Minutes of the Personnel Committee meeting held on  
27<sup>th</sup> August 2020**

**Conducted via Zoom – Meeting ID 864 7640 5974**

**PRESENT:** Councillors:

David Brown (Chair)  
Margaret Gartside (Vice Chair)  
Suzanne Akers Smith  
Russell Chadwick  
Amanda Martin  
James Smith  
Kay Wesley

Ex-Officio: Sally Ann Holland (Mayor)

Non Committee member: Robert Douglas

**1. Apologies for absence.**

Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence.

Apologies for absence were received from Cllr Robert Hemsley.

**2. Minutes of Previous meetings**

**PERS/07/2021 RESOLVED** to approve the [minutes of the meeting held on 25<sup>th</sup> June 2020.](#)

**3. Declarations of interest**

Members are requested to declare both “non-pecuniary” and “pecuniary” interests as early in the meeting as they become aware of it.

Cllrs David Brown, Sally Ann Holland and Suzanne Akers Smith, non-pecuniary on matters relating to Cheshire East Council.

**4. Outstanding Actions.**

To review any outstanding actions from previous meetings.

There were no outstanding actions.

**5. Questions from Members of the Public**

There were no questions from members of the public.

**6. Resolution to exclude the Public and Press**

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it involves the disclosure of private and confidential information and staff matters.

**PERS/08/2021 RESOLVED** to exclude members of the press and public from the meeting on the grounds that it involves staff matters.

**7. Strengthening and Developing the Town Council's Communities and Marketing Team**

**PERS/09/2021 RESOLVED** to approve the following Job descriptions and for them to be externally evaluated.

If within approved budget proceed with advertising for the two vacant posts and to appoint existing and recruited staff into their new roles from October 2020.

**7.1 Deputy Chief Officer – Communities and Marketing Manager (FT) amended job description**

**7.2 Town Centre and Events Officer (FT) - amended job description**

**7.3 Marketing and Communications Officer (PT – 22hours VACANT)**

**7.4 Marketing and Administrative Assistant (FT – VACANT)**

**8. Update on Sickness – Streetscape Operative**

**PERS/10/2021 RESOLVED** to receive the update from the Chief Officer.

**9. Update on the Complaint against the Chief Officer from a Councillor**

**PERS/11/2021 RESOLVED** The Chief Officer advised that the Responsible Financial Officer was due to receive additional information from the complainant by the 20<sup>th</sup> July 2020. This was not received and that the matter is now closed.

**David Brown  
(Chair)**