

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council  
held in the Town Hall on Wednesday 29<sup>th</sup> May 2024 at 7pm**

**Present:**

Chair: Councillor J Kerr  
Vice Chair: Councillor M Gleadow

Councillors: A Thompson, A Riddell, P Hussain

**In attendance:**

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

**Election of Chair**

Cllr Thompson nominated Cllr Kerr to remain as Chair of Personnel Committee. Seconded by Cllr Riddell and resolved by a unanimous vote.

**RESOLVED:** that Cllr Kerr remain as Chair of the Personnel Committee.

**Election of Vice Chair**

Cllr Kerr nominated Cllr Gleadow to remain as Vice Chair of Personnel Committee. Seconded by Cllr Thompson and resolved by a unanimous vote.

**RESOLVED:** that Cllr Gleadow remain as Chair of the Personnel Committee.

**PE01.00 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Burke (HDC), Cllr Cantwell (work commitments), Cllr Valla (personal).

**PE02.00 DECLARATIONS OF INTEREST**

Cllr A Riddell noted a personal interest in item PE07.00.

**PE03.00 PUBLIC PARTICIPATION**

None.

**PE04.00 MINUTES**

Approval of the minutes were deferred to the next item due to the difference in attendance of Councillors between both meetings.

**PE05.00 BUDGET**

The Town Clerk noted as the Year End process it taking a little longer than anticipated, there are no reports available from the financial software for this year.

**PR06.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

Meeting closed at 7.11pm

**PE07.00 PERSONNEL MATTERS**

Members were in receipt of the confidential report from the Town Clerk on all personnel matters.

Having considered the confidential report received from the Town Clerk, resolutions were made as follows.

It was proposed by Cllr Riddell, seconded by Cllr Thompson and resolved by a unanimous vote to pay the shortfall of salary, spanning over five years, in the sum of £1,695.55 to the Deputy

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Director. A formal letter of apology to be sent to the staff member for the error not being picked up sooner and to reiterate that they are a valued and respected member of staff.

**RESOLVED:** to pay the shortfall of £1,695.55 to the Deputy Director and to issue a formal letter of apology.

It was further proposed by Cllr Riddell, seconded by Cllr Thompson and resolved by a unanimous vote that the Town Clerk have delegated authority to pay up to £2,000 and update the leave of the Community Officer for the Norris Museum, once final investigations are completed for a further potential shortfall in salary payments. To be reported back to the next Personnel Committee meeting.

**RESOLVED:** to pay up to £2,000 for any shortfall in salary for the Community Officer (Norris Museum) and holiday up to one week.

Councillors asked that the Town Clerk check all staff for any further issues with pay, contracts, etc.

Councillors asked the Town Clerk to investigate the potential of an Apprentice, of 18 years and older to support the Grounds Maintenance Team.

Cllr Hussain left at 8.09pm

It was proposed by Cllr Kerr, seconded by Cllr Riddell and resolved by a unanimous vote that the back pay in line with the increase provided to staff following the SCP increases announced in November be paid to the former Finance Officer in the sum of £763.26.

**RESOLVED:** to pay £763.26 to the former Finance Officer.

**PE08.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**  
To resolve that the confidential business having been concluded, the Press and Public be readmitted to the meeting.

Meeting reopened at 8.52pm

Meeting closed at 8.53 pm.

Chair: \_\_\_\_\_

Dated: 17<sup>th</sup> July 2024

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