TownClerk@Eastleigh-TC.gov.uk

MINUTES OF THE PERSONNEL COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 19 MARCH 2025 AT 3:30 PM AT THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH

Those Present: Cllr K O'Neill (Chair), Cllr W Irish (Vice Chair) Cllr T Campbell and Cllr G Richardson

In Attendance: Ruth Davies, Town Clerk

32 / 24 APOLOGIES FOR ABSENCE

RESOLVED: That the apologies for Cllr Constable and Cllr Ashton are approved.

33 / 24 REGISTER OF INTERESTS AND DISPENSATIONS

There were no interests declared

34 / 24 MINUTES OF THE LAST MEETINGS

RESOLVED: That the Minutes of the meeting held on the 5 February are **approved** as an accurate record of the meeting.

The action carried by the Town Clerk to provide information on the Cycle to Work scheme was deferred.

35 / 24 PUBLIC PARTICIPATION

There were no members of the public present.

36 / 24 TO REVIEW FOR APPROVAL THE RECRUITMENT PROPOSAL FOR ASSET AND OPEN SPACE OFFICER

RESOLVED: That the committee **approved** the proposal and costs associated with re appointing the external recruiter for the role of Asset and Open Space Officer at a cost of **£1,740** plus advertising and interview travel costs and the indicative timeline

37 / 24 RECRUITMENT UPDATE ON ADMIN AND FINANCE ROLES

The committee received an update on the response to the job advertisement and confirmation of the interview process and timelines

38 / 24 VOLUNTEER AGREEMENT

RESOLVED: That the committee **approved** the volunteer agreement with the following amends:

- Part 2: The Volunteer - Amend to say:
  "and abide by the council's equality, diversity and inclusivity policy"
  "Including appropriate safety wear as advised. To ensure your speech respects …"
  Replace representative with volunteer

39 / 24 / DATE OF NEXT MEETING

That the next meeting is scheduled for the 18 June 2024 and will be held at 4:30pm.
The meeting closed at 4:25pm.

Signed as a true record of the meeting:

Chair _____

Date _____