MINUTES OF THE PERSONNEL COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 15th NOVEMBER 2023 AT 6.00PM AT CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH, SO50 9QE.

Those present: Cllr K O'Neill (Chair), Cllr W Irish, Cllr M Ashton (non-committee members, Cllr G Richardson)

In Attendance: Mrs T Predeth, Town Clerk. Miss N Barfield, Assistant Clerk.

21/23 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr B Dedhia.

22/23 **INTERESTS AND DISPENSATIONS**

There were no interests or dispensations received.

23/23 **MINUTES OF PREVIOUS MEETING**

It was resolved that the minutes of the meeting held 27 September 2023 were a true record of the meeting.

24/23 **PUBLIC PARTICIPATION**

There were no members of the public present or questions raised in advance of the meeting.

25/23 **FUTURE STAFFING**

Members received an update on the Town Clerk applications.

RESOLVED: That the interviews for Town Clerk will take place on the 23 November 2023. The interview panel will be Cllr G Richardson, Cllr K O'Neill and Cllr M Ashton with assistance from the current Town Clerk.

26/23 **CONTRACTS OF EMPLOYMENT AND STAFF HANDBOOK**

Members received a model contract of employment and staff handbook which was supplied by Worknest.

The Committee raised no objections to the contract or staff handbook and made recommendation to Council for its adoption.

27/23 **DATE OF NEXT MEETING**

The date of the next meeting is to be confirmed.

Meeting closed at 18.14 p.m.