

Louth Town Council

The Sessions House, Eastgate,
Louth, Lincolnshire, LN11 9AJ

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend an extraordinary meeting of Louth Town Council's Personnel Committee which will be held on Tuesday 4th November 2025 in The Old Court Room, The Sessions House, Eastgate, Louth at 1.30pm. The business to be dealt with at the meeting is listed in the agenda below.

There will be a 15 minute public forum between 6.45pm and 7.00pm when members of the public may ask questions or make short statements to the Council, and your attendance is requested during this period.

Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing clerk@louthtowncouncil.gov.uk in advance of the meeting to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

Members of the public should note that they will not be allowed to speak during the formal meeting.


Mrs. L.M. Phillips

Town Clerk

Dated this 27th Day of October 2025

AGENDA

PERSONNEL COMMITTEE

(Membership: Cllrs. Mrs. JMS, Mrs. EB, GEH, JB, JD, PS, Mrs. KP)

1. Apologies for Absence

To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

2. Declarations of Interest / Dispensations

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.

3. Minutes

To approve as a correct record the notes of the Personnel Committee Meeting held on 21st October 2025. (Attached).

4. Closed Session

Committee to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a third party and confidential nature in relation to Personnel:

- a) New Employee – Following interviews, Committee to receive a recommendation from the Interview Panel and resolve upon an offer of employment.

10-21-25 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 21ST OCTOBER 2025**

Chairman, Cllr. Mrs. J. Makinson-Sanders (Mrs. JMS) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), G.E. Horton (GEH), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS).

Councillors not present: None.

The Town Clerk, Mrs. L.M. Phillips, and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard, were also present.

H14. Apologies for Absence
There were no apologies for absence.

H15. Declarations of Interest / Dispensations
There were no declarations of interest or requests for dispensations.

NB: Cllr. JD left the room at 9.05pm.

H16. Minutes
It was proposed, seconded and **RESOLVED** that the notes of the Personnel Committee meeting held on 9th September 2025 be approved as the minutes.

H17. Local Government Services Pay Agreement from 1st April 2025
The Committee noted that agreement had been reached on the above, that amendments to pay scales had been implemented and backpay had been issued.

H18. Closed Session Item
At 9.02pm upon a proposal by Cllr. Mrs. EB, seconded by Cllr. GEH, it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential information relating to a third party in relation to Personnel:

- a. **Newest employee** – the Committee received an update on the newest employee following their 6-month review.
- b. **Vacancy** – following discussion, it was proposed, seconded and **RESOLVED** to invite five candidates to interview on Tuesday 4th November, with members of the Personnel Committee to make up the interview panel and a Personnel Committee meeting to be called thereafter to resolve upon appointment.
- c. **Staff**
 - i. **Holidays** – the Committee noted that letters confirming staff entitlement, when holiday must be taken, and the amount left as at 30th September 2025 had been issued.
 - ii. **Sickness** – the Committee received details of sickness levels of its staff as at 30th September 2025.
 - iii. **Accidents** – the Committee noted that there had been no accidents in the period.

NB: Cllr. JD re-entered the meeting at 9:29pm during discussion of item b and subsequently did not vote on the item.

At 9.46pm it was proposed, seconded and **RESOLVED** to move into open session.

H19. Next Meeting
It was noted that the next scheduled Personnel Committee meeting would take place on 21st October 2025.

The Meeting Closed at 9.46pm.

Signed _____ (Chairman) Dated _____