

**WINTERTON TOWN COUNCIL**  
**52 West Street, Winterton, Scunthorpe,**  
**North Lincolnshire. DN15 9QF**

**Phone: 01724 488085 or email [clerk@wintertoncouncil.co.uk](mailto:clerk@wintertoncouncil.co.uk)**



**Minutes of the Personnel Committee**  
**held on**  
**Tuesday 8<sup>th</sup> September 2020 at 6.45pm via Zoom**

**Present**

Cllr D. Johnson (Chair), Cllr M. Harrison, Cllr A Bazley, Cllr N. King, Cllr P. McCartan

Mrs K McGrath – RFO, acting Clerk

PC2020/01 Apologies  
None

PC2020/02 Declaration of Interests / Dispensations  
No Declarations of Interests were declared.  
No dispensations were requested / granted.

PC2020/03 To accept the minutes of 27<sup>th</sup> July Personnel Committee as a true and accurate record.  
**Proposed Cllr P McCartan** **Seconded Cllr A Bazley**  
**Agreed All Councillors present**

PC2020/04 *In view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public are excluded and they are instructed to withdraw. (The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2))*

**Proposed Cllr N King** **Seconded Cllr P McCartan**  
**Agreed All Councillors present**

PC2020/05 To agree the Job Description (attached) for Assistant Clerk to Winterton Town Council and to appoint the Admin Assistant to the position. To review at the end of the financial year 2020/2021. To pay for the assistant clerk to study for the CiLCA qualification.in Financial year 2021/2022.

**Proposed Cllr P McCartan** **Seconded Cllr N King**  
**Agreed All Councillors present**

PC2020/06 To accept the Nalc recommended SCP pay scales increases for all current staff and to back date to 1<sup>st</sup> April 2020 and to increase Peter Parker's pay scale to SCP 7 from 1<sup>st</sup> September 2020

**Proposed Cllr P McCartan** **Seconded Cllr M Harrison**  
**Agreed All Councillor present.**

PC2020/07 To agree to not back date previous Clerk pay to 1<sup>st</sup> April 2020

**Proposed Cllr D Johnson** **Seconded Cllr M Harrison**  
**All Councillors Agreed**

Meeting closed at 7.07pm