



BECCLES

TOWN COUNCIL

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Minutes of the meeting of Personnel Committee held on Monday 15th December 2025 at 5.45pm in Committee Room at Town Hall

Present: Joseph Athorn (Chair), Stephanie Bubb, Barry Darch, Jeff Harris,
Christine Wheeler

In Attendance: Paul Cunningham, Town Clerk;
Cllr Alan Hopley

Apologies: Gillian Birrell, Richard Stubbings

Members of public: No members of the public.

1 - To elect a Chair of the Committee

Cllr Darch proposed that Cllr Athorn be elected Chair of the committee.

Seconded by Cllr Harris.

Councillors voted in favour and it was therefore

RESOLVED To elect Cllr Athorn as Chair of Personnel Committee.

What?	By Whom?	By When?
There are no actions for this item.		

2 - To receive apologies for absence

Received from Gillian Birrell and Richard Stubbings.

What?	By Whom?	By When?
There are no actions for this item.		

3 - To receive Declarations of Interest or any requests for the granting of dispensations in relation to any Disclosable Pecuniary Interests in items on the agenda

There were none.

What?	By Whom?	By When?
There are no actions for this item.		

4 - To approve the minutes of the committee meeting held on Wednesday 29th October 2025

Motion to approve minutes: Cllr Darch.

Seconded by Cllr Wheeler.

Councillors voted in favour and it was therefore

RESOLVED To accept for accuracy and adoption the minutes of the Personnel Committee meeting held on Wednesday 29th October 2025.

What?	By Whom?	By When?
There are no actions for this item.		

5 - To consider the most appropriate way to thank Chris Greenhill for his service as town councillor

Cllr Darch proposed that he as Mayor write a letter of appreciation to Chris Greenhill to thank him for his service.

Seconded by Cllr Bubb.

Councillors voted in favour and it was therefore

RESOLVED To ask Mayor to write a letter of appreciation to Chris Greenhill to thank him for his service.

What?	By Whom?	By When?
There are no actions for this item.		

6 - To consider whether to adopt guidance for staff on attendance at work for people with symptoms of respiratory infection

Cllr Darch proposed that the council adopt guidance for staff on attendance at work for people with symptoms of respiratory infection.

Seconded by Cllr Harris.

Councillors voted in favour and it was therefore

RESOLVED To adopt guidance for staff on attendance at work for people with symptoms of respiratory infection

What?	By Whom?	By When?
There are no actions for this item.		

7 - To agree date of next meeting

No date was agreed.

What?	By Whom?	By When?
There are no actions for this item.		

8 - To consider confidential items

RESOLVED That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters.

What?	By Whom?	By When?
There are no actions for this item.		

9 - To approve the confidential minutes of the committee meeting held on Wednesday 29th October 2025

Motion to approve confidential minutes: Cllr Darch.

Seconded by Cllr Wheeler.

Councillors voted in favour and it was therefore

RESOLVED To accept for accuracy and adoption the confidential minutes of the Personnel Committee meeting held on Wednesday 29th October 2025.

What?	By Whom?	By When?
There are no actions for this item.		

10 - To consider staffing items

Councillors considered and agreed actions concerning three staffing issues.

What?	By Whom?	By When?
There are no actions for this item.		