

**Sevenoaks Town Council**  
**Minutes of the Personnel Committee held on 1<sup>st</sup> February 2021 via Zoom**

**Meeting Commenced:** 7.00 p.m.

**Meeting Concluded:** 7.12 p.m.

Cllr A Clayton (Chairman)	Present	Cllr R Piper	Present
Cllr A Eyre (Vice-Chairman)	Present (7.08 pm) _	Cllr S Raikes	Present
Cllr N Busvine OBE (ex-officio)	Present	Cllr C Shea	Present
Cllr Dr JM Canet	Present	Cllr E Waite	Apologies
Cllr R J Parry	Present		

In attendance: Cllr Bonin, Cllr Hogarth, Cllr Granville-Baxter, Town Clerk, Senior Committee Clerk.

Representations received from Members of the Public: none.

**406. Apologies for Absence**

As noted above.

**407. Requests for Dispensation**

No requests for dispensations had been received.

**408. Declaration of Interests**

No declarations of interests were made.

**409. Minutes of the Personnel Committee held on 26<sup>th</sup> October 2020.**

**RESOLVED:** To receive and sign the Minutes of the Personnel Committee held on 26<sup>th</sup> October 2020 as a true record.

**410. Town Clerk's Report**

**1) Annual Cost of Living Pay Award 2021/2022**

**RESOLVED:** That staff receive 1% Annual Cost of Living Pay Award and 1% Merit (where appropriate) increase for 2021/2022.

**2) Annual Leave 2021 / 2022**

The Committee considered a way to demonstrate gratitude to staff who have worked often in difficult circumstances throughout the pandemic.

**RESOLVED:** That current staff be awarded two additional days leave in 2021/2022 as a 'one off' token of appreciation, to be taken with the agreement of their line managers during 2021/22.

There being no further business the Chairman closed the meeting.

Signed .....  
 Chairman

Dated .....