

PREESALL TOWN COUNCIL

Personnel Committee

Minutes of the meeting of the personnel committee held on Tuesday 27 August 2019 at 6.30pm at Preesall and Knott End Youth and Community Centre, Lancaster Road, Preesall

Present: Councillors A Cropper, B Burn, T Johnson, A Tarpey-Black

In attendance: Alison May, Clerk to the town council.

08(19-20) Apologies for absence

None.

09(19-20) Declaration of interests and dispensations

Cllr Johnson – trade union membership and is known to the lengthsman through joint coastguard duties.

10(19-20) Minutes of the last meeting

Resolved: to approve as a correct record the minutes of the last meeting held on 29 July 2019

11(19-20) Public participation

No members of the public were present

12(19-20) Exclusion of the press and public

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960, the council **resolved** at 6.45pm to exclude the press and public to discuss staffing matters in respect of the lengthsman. At the end of the discussion councillors **resolved** to re-admit the press and public.

During this session it was:

Resolved: to bring the lengthsman's contract up to date to meet current legislative requirements and re-number; to update the lengthsman's job description; to consider vehicle options; to purchase an Orderly Barrow for litter picking; the line manager to conduct the lengthsman's appraisal each March; employment policies to be reviewed and updated - one per agenda; a review of the lengthsman's timesheets to be undertaken in December.

13(19-20) Date of next meeting

Monday 2 September at 19.00.

There being no further business, the chairman closed the meeting at 9.15pm.