

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING – 2017/01/12 – 73

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Thursday 12 January 2017 at 2.24 pm.

PRESENT: Cllrs B Pearman (Chairman), B Berryman, C Harris and A Preest

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

Cllr Pearman informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Street.

2. **DECLARATIONS OF INTEREST**

Cllr B Berryman – Agenda Item 4 – Asset Management/Repair (Décor Art)

**EXCLUSION OF THE PUBLIC & PRESS
Page 74-75 (Inclusive) - CLOSED SESSION**

Standing orders suspended in order that the Council may continue in “closed session” under the provisions of The Public (Admission to Meetings Act 1960) as the business to be discussed is considered to be of a confidential nature

3. **FRED (FOREST READ EASY DEAL)**

- Noted free use of the Chamber has been agreed between both parties subject to the room meeting the group’s needs.

4. **ASSET MANAGEMENT/REPAIR**

- Purchase of Bisley side tambour cabinet with lateral filing cradles (and repair a door on one of the existing cabinets) at a cost of £420.00.
- Conference Table to be re-polished at a cost of £70.00 (to be paid from petty cash).
- Council to purchase a protective mat to place on the Conference Table once it had been re-polished at a cost of £81.78.
- CEO to negotiate with preferred contractor for the repainting of the Council Office to include the Kitchen and toilet area. Colours to be – ceiling: Calico, coving: white, Walls: Natural Hessian, all woodwork/radiators: gloss white. Dulux Diamond Matt Paint and Dulux Trade Stainblock to be used. Once “firm” quote agreed Committee recommendation to be “noted” at Full Council – sum to be taken from General Reserves.
- Delegated Powers to CEO and two Members to purchase replacement carpet/additional carpet tiles for Offices (contract grade).

5. **STAFFING**

- Additional hours, as deemed necessary by CEO, to be worked by Payroll Assistant and Finance Assistant due to Year End Accounts/ P60s/etc to be paid at “flat” rate.

6. **APPROVAL OF MINUTES**

- Minutes of today’s meeting duly approved and Chairman, Cllr Pearman, signed minutes as a true record.

Meeting closed at 2.51 pm

Chairman

Date