

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING – 2016/07/11 – 62

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Monday 11 July 2016 at 2.25 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 Preest – Training Budget

EXCLUSION OF THE PUBLIC & PRESS
Page 63 - 64 (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. **STAFFING/TRAINING**
 - New Finance Assistant to commence employment 1 August 2016
 - Existing Finance Assistant's job title to change to Payroll Administrator and to retain responsibility for payroll calculation (period undefined) during transitional period.
 - Project/CED role would conclude at end of December 2016 unless grant funding secured to retain position/ or CED funding gained to further an independent role.
 - Approval for Councillor to attend Rural Housing Conference on 12 July 2016
4. **APPROVAL OF MINUTES**
 - Minutes of today's meeting duly approved and Chairman, Cllr Pearman, signed minutes as a true record.

Meeting closed at 2.40 pm

Chairman 

Date 