

LYDNEY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING – 2016/10/18 – 68

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Tuesday 18 October 2016 at 2.15 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 Berryman – Agenda Item 4 – Civic budget for 2017/2018

**EXCLUSION OF THE PUBLIC & PRESS
Page 69 - 70 (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 booked for Administration Assistant and Finance Assistant
- CEO, EO and Administrative Assistant to attend SLCC Practitioners Conference on 23 and 24 February 2017.
- Legal opinion to be sought on one matter.

4. **COMMITTEE BUDGET FOR 2017/2018**

The Committee resolved to:

- Accept the proposed Training budget for 2017/2018 of £6,615.00, subject to a caveat that this budget may reduce to £4,515.00 once the Band D figure was known.
- Accept the proposed Corporate Expenditure budget for 2017/2018 of £282,545.00
- Accept the proposed Establishment Costs (inc. Health & Safety, Vehicle, Audit, Insurance, Legal Fees and Loan) budget for 2017/2018 of £84,750.00
- Increase the proposed Civic budget for 2017/2018 to £5,610.00 of which £1,000.00 would be allocated to a new budgetary heading called “Free Resource”, to enable the Mayor to provide discretionary contributions to organisations.

5. **APPROVAL OF MINUTES**

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

Meeting closed at 2.58 pm

Chairman 

Date 18/10/16