

# LYDNEY TOWN COUNCIL

## PERSONNEL COMMITTEE MEETING – 2019/07/24 – 143

MINUTES OF THE EXTRA ORDINARY PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Wednesday 24 July 2019 at 6.11 pm.

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

(No Officers in attendance – minutes taken by Cllr Pearman)

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Cllr Harris 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**  
Not applicable; all present.
2. **DECLARATIONS OF INTEREST**  
None.

**EXCLUSION OF THE PUBLIC & PRESS**  
**Pages 144 & 145 (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**  
Resolved that:-
  - Training: Following training would be booked for staff: NVQ Level 2 Sports Turf (two places), NEBOSH, IOSH Managing Safely, Annual Defib Refresher, SALTEX event attendance, Chainsaw Refresher, Principles of Risk Assessment Refresher, MSC in Horticulture (2019 price difference).
  - Completion of probationary periods for two members of staff noted.
  - Incremental rises were awarded (½ incremental point – Grants and Events Administrator; 1 incremental point – Groundman; ½ incremental point Leading Hand/Groundsman)
  - E-mails from Executive Officer and Finance Assistant noted.
4. **APPROVAL OF MINUTES**  
Minutes of today’s meeting duly approved and Chairman, Cllr Harris, signed minutes as a true record.

**Meeting closed at 6.17 pm**

Chairman ..... 

Date ..... 