

# LYDNEY TOWN COUNCIL

## PERSONNEL COMMITTEE MEETING – 2020/03/02 – 153

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Monday 2 March 2020 at 2.00 pm

**PRESENT:** Cllrs W Leach (Chairman), A Harley, R Holmes and T Tremlett

**ALSO IN ATTENDANCE:** I Litton Locum RFO

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Housekeeping in regards to Health & Safety was carried out by Cllr Leach.

1. **APOLOGIES**

There were none.

2. **DECLARATIONS OF INTEREST**

None received.

**EXCLUSION OF THE PUBLIC & PRESS**  
**Page 155-157 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. **MINUTES OF PREVIOUS MEETING 2<sup>nd</sup> December 2019 and 6 January 2020**

The Minutes of the meeting dated 2<sup>nd</sup> December 2019 was approved and signed.

The Minutes of the meeting dated 6<sup>th</sup> January 2020 were approved and signed subject to amendments.

4. **STAFFING MATTERS**

Resolved to:

- Defer staff annual appraisals until November
- Submit a recommendation to Full Council regarding increments
- Appoint Mr R Balgobin and Mrs I Litton as Locum Clerk and Locum RFO respectively
- Advertise the Town Clerk vacancy on Community Council Clerks Facebook Group
- Delegate to the Clerk the authority to decide who should receive training on the new finance system and the schedule
- To submit a recommendation to Full Council regarding the outsourcing of the Payroll
- Delegate to the Clerk the authority to approve additional hours to cover Year End for the Finance Assistant

5. **PROCEDURAL**

Resolved to:

- Defer until new Clerk in post.

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6. CONTRACTURAL

Resolved to:

- Clerk to obtain new costs for printing options
- The Clerk to provide clarification on the ongoing costs for EE regards office tablets and phone.
- Clerk to seek further quotes for employment law advice

7. CLOSE

The meeting was closed at 3.30pm.

Chairman .....

Date .....

*Draft minutes subject to confidential*