



PRESALL TOWN COUNCIL
Minutes of the meeting of the personnel
committee held on Monday 15 March 2021 at
7.00pm via Zoom video

Present: Councillors A Tarpey-Black (chair), B Burn, T Johnson, N Pattrick

In attendance: Alison May, clerk to the town council.

42 Apologies for absence

None.

43 Declaration of interests and dispensations

Cllr T Johnson – trade union role.

44 Minutes of the last meeting

Resolved: to approve as a correct record the minutes of the meeting held on 27 November 2020 subject to Cllr Johnson's name being removed from those present at the meeting.

45 Public participation

No members of the public were present, therefore it was **resolved** to move to item 5 on the agenda.

46 Lengthsman recruitment

Resolved: to recommend to full council that it employ a lengthsman for 25 hours per week on spine point 4 of the National Joint council pay scale. This would be for the full range of lengthsman duties (as per previous employee) and would allow for flexible working so that more hours can be worked in the summer months than in winter.

47 Clerk's duties

Resolved: to recommend to full council that:

- 1) Where a councillor or councillors prepare(s) an agenda item for a meeting, they ensure the item is specific as to what decision is required and provide any necessary background information in writing.
- 2) Where a councillor or councillors raise an action for the council, they carry out as much of the research and preparatory work as possible including drafting letters, reports or gathering relevant information.
- 3) Councillors make themselves available both before, during and after formal and ad hoc events to assist in the preparation, smooth running and clear-up.
- 4) Wherever possible, Councillors appointed to individual committees take responsibility for implementing action points.

- 5) The Mayor and/or their deputy take responsibility for the writing and delivery of mayoral Christmas cards.
- 6) Councillors should make their own arrangements for printing off paper copies of documentation.

48 Date of next meeting

22 April 2021.

There being no further business, the chair closed the meeting at 8.04pm.