



PREESALL TOWN COUNCIL

Minutes of the meeting of the personnel committee held on 24 May 2021 at 7.00pm at Preesall Youth and Community Centre

Present: Councillors A Tarpey-Black (chair), T Johnson, K Nicholls, N Patrick, K Woods.

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

1 Election of chair

Cllr Tony Johnson proposed and Cllr Nicola Patrick seconded Cllr Tarpey-Black to be the chair of the meeting.

Cllr Tony Johnson proposed and Cllr Karen Woods seconded Cllr Nicola Patrick to be the deputy chair of the meeting.

2 Apologies for absence

None.

3 Declaration of interests and dispensations

Cllr Johnson – union interests.

4 Minutes of the last meeting

Councillors approved as a correct record the minutes of the meeting held on 15 March 2021. It was noted that the planned April meeting had not taken place.

5 Public participation

No members of the public were present.

6 Terms of reference

The council's standing orders require the terms of reference to be reviewed at the first meeting after the annual meeting with any recommendations passed to full council for approval. It was **resolved:**

To recommend to full council that para 8.2.1 be amended to remove the need to take the committee's decision on the recruitment of a lengthskeeper back to full council for approval of the appointment. The decision on appointment to be reported at the next meeting of full council. To amend para 8.2.7 to read lengthskeeper and change any references to chairman to chair.

7 Lengthskeeper recruitment

a) Applications received.

Councillors considered the applications received by the deadline of 22 May, conducted a sift based on the information submitted by each applicant and selected four candidates for interview. They rejected the application received after the deadline.

b) Interview/interview questions.

Councillors **resolved:**

- i) To agree that interviews would be conducted on Tuesday 2 June at 45-minute intervals from 6.00pm.
- ii) To agree that Cllr Tarpey-Black and Cllr Pattrick would conduct the interviews.
- iii) To agree that questions from the last set of interviews be circulated to members of the committee and that suggestions be made for additional questions to be used by the interviewers.

c) Fitness to work

Councillors **resolved:**

- i) To give approval for the clerk to arrange a medical for the preferred candidate.
- ii) To give approval for arrangements to be made for the Lengthskeeper to be DBS checked.

d) Tools

Resolved: Initial equipment required would be full PPE, including hi-vis garments, steel-toed working footwear, gloves, ear protection, waterproofs (clothing to have PTC logo), a mobile phone. A strimmer to be purchased, followed by other equipment as necessary.

e) Training

Resolved: To give approval for the clerk to make the necessary training arrangements for the new employee in consultation with Cllr Tarpey-Black.

f) Documentation

Resolved: The clerk and Cllr Tarpey-Black to update employment documentation and risk assessments. Requirement to wear protective equipment to be included in risk assessment.

g) Additional arrangements

Resolved: for the clerk to liaise with Wyre Council regarding formal arrangements for the disposal of waste.

8 Clerk's hours

Resolved: to approve the payment of ten additional hours per month for a maximum of six months to reduce the excess hours carried forward at the start of 2020/21. To be reviewed as part of the October review of salaries.

9 Date of next meeting

Thursday 3 June at 7.00pm.

There being no further business, the chair closed the meeting at 8.55pm.