



PRESALL TOWN COUNCIL
Minutes of the meeting of the personnel
committee held on Monday 27 July 2020 at
7.00pm via Zoom video conference

Present: Councillors A Cropper (chairman), B Burn, T Johnson, A Tarpey-Black.

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

17 Apologies for absence

None.

18 Declaration of interests and dispensations

None.

19 Minutes of the last meeting

Councillors **resolved** to approve as a correct record the minutes of the meeting held on 1 July 2020.

20 Public participation

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

21 Documentation relating to appointment of contracted lengthsmen

Resolved:

- that the word 'clerk' be amended to read 'contract administrator'.
- the word chairman to be replaced by the word 'chair'.
- titles on documents to be standardised.

Job description – to approve the document.

Person specification – to approve the document subject to PA1 certificate of competence in pesticides being included within qualifications.

Contract – to approve the document subject to typo amendment.

Works to be carried out – to approve the document subject to Lune View being included in the litter pick areas and it being emphasised where weed spraying on Lune View shouldn't be undertaken.

The job description and person specification to be made available on the council's website.

The personnel committee chair to make reference to the vacancy on the community Facebook page.

22 Date of next meeting

TBA.

There being no further business, the chair closed the meeting at 7.51pm.