



PREESALL TOWN COUNCIL

**Minutes of the meeting of the personnel committee
held on 5 October 2022 at 7.00pm at Preesall & Knott
End Youth and Community Centre**

Present: Cllrs Renwick (chair), T Johnson, S Jepson, K Woods.

In attendance: Alison May, clerk to the council.

1 Election of chair

Cllr Johnson proposed Cllr Woods; Cllr Woods declined.

Cllr Johnson proposed Cllr Renwick; Cllr Woods seconded this.

Resolved: Cllr Renwick be appointed as chair of the personnel committee.

Cllr Woods proposed Cllr Jepson as deputy chair, Cllr Johnson seconded this.

Resolved: Cllr Jepson be appointed as deputy chair.

2 Apologies for absence

None.

3 Declaration of interests and dispensations

Cllr Johnson declared his union interests.

4 Minutes of the last meeting

Councillors **noted** the minutes of the meeting held on 3 June 2021 were approved by those present at that meeting as part of the January 2022 meeting of full council. Minute 116(7) 2022.

5 Public participation

As no members of the public were present it was **resolved** to moved to agenda item 6.

6 Terms of reference

As per the council's standing orders the terms of reference for the committee were reviewed.

Resolved: not to recommend any changes.

7 Exclusion of the press and public

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960, the council **resolved** to exclude the press and public to discuss staffing matters relating to its employees.

The following summarises the outcome of the discussions in closed session:

Clerk

IT equipment

Replacement laptop and printer for clerk

Resolved: i) for the clerk to purchase a new HP printer with ink subscription and a new laptop. If additional funds are required, then they are to be raised as an item for the November budget setting agenda.

ii) for the clerk to purchase a 4TB back-up portable memory.

iii) for the clerk to investigate cloud storage options.

iv) for the clerk to speak with the LCC IT representative re setting up the system.

Hours

Resolved: The clerk's additional 134 hours in credit to be refunded at the rate of 34 hours in the October payroll and subsequent monthly payments of 25 hours.

Resignation

The council thanked the clerk for notifying the council of her intention to retire at the end of the financial year, thereby giving it sufficient time to try to recruit a replacement clerk.

Resolved: for a meeting of the committee to be held before the end of October to discuss a job advert and timeframe for the recruitment. This would be put before the November meeting of full council for approval.

Lengthskeeper

Contract

Resolved: not to update the lengthskeeper's contract. The requirement not to work out of doors when an amber heat warning has been given for this area by the Met Office should form part of the dynamic risk assessment undertaken by the lengthskeeper.

Ladder climbing course

Resolved: that the lengthskeeper should not be expected to climb ladders and that any works where this is necessary should be contracted out.

General

Resolved: to raise the possible recruitment of a gardener at the next meeting of the committee. Councillors to come to the meeting with suggestions for possible additional employment.

8 Date of next meeting 26 October 22

There being no further business, the chair closed the meeting at 8.50pm.