



## PREESALL TOWN COUNCIL

**Minutes of the meeting of the personnel committee  
held on Monday 19 September 2019 at 9.30am  
Preesall Youth and Community Centre, Lancaster  
Road, Preesall**

**Present:** Councillors A Cropper, B Burn, T Johnson, A Tarpey-Black

**In attendance:** Alison May, Clerk to the town council.

### **18(19-20) Apologies for absence**

None

### **19(19-20) Declaration of interests and dispensations**

Cllr Johnson – trade union membership and knows lengthsman personally

### **20(19-20) Minutes of the last meeting**

Councillors **resolved** to approve as a correct record the minutes of the meetings held on 27 August 2019 and 2 September 2019.

### **21(19-20) Public participation**

No members of the public were present.

### **22(19-20) 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 in respect of the lengthsman.

### **23(19-20) Lengthsman's employment documentation**

**Resolved:** to accept the revised draft job description and the contract of employment that had been updated to make the numbering sequential.

**Resolved:** to move item 7 until after the council's discussion with the lengthsman.

Lengthsman and a member of the public (prior permission given) arrive at 10.00

### **24(19-20) Lengthsman invited to attend**

Councillors then engaged in discussion with the lengthsman and explained the need for the council to comply with health and safety legislation. The lengthsman was given the opportunity to express his thoughts and opinions.

Councillors stated that the contract of employment numbering had been updated to make it accurate – no other change made, and that a draft revised job description had been prepared. The lengthsman was provided with copies of the original and revised versions to take away and consider.

Lengthsman and member of the public leave at 10.50

**25(19-20) Investigations into leasing of vehicles**

**Resolved:** The council has no budget provision for leasing vehicles. No further action to be taken at this point.

**Resolved:** to readmit members of the press and public.

**26(19-20) Date of next meeting**

7 October 2019 (clerk's hours) and 18 October 2019

There being no further business, the chairman closed the meeting at 11.00am.