**BRIGG TOWN COUNCIL**

**PERSONNEL COMMITTEE**

**Meeting held on Monday 10 June 2019**

**Chaired by Councillor C Sherwood**

**Present**: Councillors: Cllrs A Eardley, J Gibbons, J Kitching, C Sherwood, P Smith and R Waltham.

**In attendance**: Dinah Lilley Town Clerk

1. Election of Chairman of the Personnel Committee

**It was resolved that** Cllr Carl Sherwood be appointed Chairman of the Personnel Committee for 2019-20.

Proposed: Cllr Waltham Seconded: Cllr Kitching

2. Election of Vice Chairman of the Personnel Committee

**It was resolved that** Cllr Jane Kitchen be appointed Vice Chairman of the Personnel Committee for 2019-20.

Proposed: Cllr Sherwood Seconded: Cllr Waltham

3. To Receive Apologies and Reasons for Absence

None

4.To Receive and Approve the Minutes, as circulated, of the Meetings held on 11 February and 8 April 2019, and the Extraordinary Meetings held on 27 February and 13 March 2019.

**It was resolved that** the record of the meeting held on 11 February and 8 April 2019, and the Extraordinary Meetings held on 27 February and 13 March 2019, be accepted en bloc and signed as a true record.

Proposed: Cllr Kitching Seconded: Cllr Waltham

5. **In view of the confidential nature of the business being transacted, it was advisable in the public interest that the press and public be excluded, and be instructed to withdraw.**

**It was resolved that** the Public and Press be excluded.

Proposed: Cllr Waltham Seconded: Cllr Smith

6. a) Declarations of Interest by any Member of the Council in Respect of the Agenda Items Listed.

None

b) To Note Dispensations Given to any Member of the Council in Respect of the Agenda Items Listed.

None

7.ASSISTANT CLERK TO THE COUNCIL

1. To consider any issues raised by the Assistant Clerk

Working hours continue to be monitored

8. ANGEL SUITE MANAGEMENT

1. To consider any issues arising from the management of the Angel Suite

A meeting was to take place of the Angel Suite Review Group to determine the way forward for the management of the facility.

A discussion took place on the current impact on office staff, and it was noted that a resolution was needed as soon as possible.

9. TO RECEIVE A REPORT FROM THE CLERK ON OUTSTANDING ISSUES.

1. To Consider any issues raised by the Clerk
2. Working hours monitoring

Both members of staff are gradually accruing additional hours, monitoring to continue.

1. To agree payment for accrued hours by the Clerk.

Payment to be deferred until the sum total increases again.

1. To consider parking arrangements for the Handyman.

The cost of an annual season ticket was felt to be excessive to that required. Decision deferred at present.

The meeting closed at 7.20pm

Signed……………………………...............

Chairman

Personnel Committee held on Monday, 1 July 2019