**BRIGG TOWN COUNCIL**

**PERSONNEL COMMITTEE**

**Meeting held on Monday 10 September 2018**

**Chaired by Councillor C Sherwood**

**Present**: Councillors: Cllrs Miss J Kitching, C Sherwood, J Truepenny and R Waltham.

**In attendance**: Dinah Lilley Town Clerk

19. To Receive Apologies and Reasons for Absence

 Cllr M Campion

20.To Receive and Approve the Minutes, as circulated, of the Meeting held on 9 July 2018.

 **It was resolved that** the record of the meeting held on 9 July 2018, be accepted and signed as a true record.

Proposed: Cllr Truepenny Seconded: Cllr Kitching

21. **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.**

Proposed: Cllr Truepenny Seconded: Cllr Kitching

22. 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

23.ASSISTANT CLERK TO THE COUNCIL

None.

24.ANGEL SUITE MANAGER

A number of issues were discussed relating to the management of the Angel Suite, including the manual handling of furniture. Options for the best way forward were considered.

**It was resolved that** the Clerk seek appropriate advice, and in the meantime, assistance be sought for the physical work.

Proposed: Cllr Sherwood Seconded: Cllr Truepenny

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

* The Clerk gave an update on staff working time credit/debit.
* Feedback was given on the work of the Handy Person, which was much appreciated.
* Discussion ensued on the remit of the Clerk, and clarification sought on a number of tasks.

The meeting closed at 7.25pm

Signed……………………………...............

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| ChairmanPersonnel Committeeheld on Monday, 8 October 2018 |  |