**BRIGG TOWN COUNCIL**

**PERSONNEL COMMITTEE**

**Meeting held on Monday 11 June 2018**

**Chaired by Councillor C Sherwood**

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

1. Appointment of Chairman of the Personnel Committee

**It was resolved that** Cllr Carl Sherwood be appointed Chairman of the Personnel Committee for 2018-19.

Proposed: Cllr Waltham Seconded: Cllr Kitching

2. Appointment of Vice Chairman of the Personnel Committee

**It was resolved that** Cllr James Truepenny be appointed Vice Chairman of the Personnel Committee for 2018-19.

Proposed: Cllr Sherwood Seconded: Cllr Campion

3. To Receive Apologies and Reasons for Absence

None

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

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

Proposed: Cllr Sherwood 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.**

Proposed: Cllr Sherwood Seconded: Cllr Truepenny

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

None

8.ANGEL SUITE MANAGER

The Clerk informed the Committee of a new contract acquired by the Angel Suite Manager for a regular weekly room booking to include catering.

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

The Clerk informed the Committee that one year’s service would be complete on 1 July, and the CiLCA qualification was now complete, both of which merited a pay increment. Payment for study time for CiLCA had also been agreed in the employment contract.

An update was given on the progress of the new Assistant Clerk, and an invoice submitted by the previous Deputy for additional hours undertaken during the transitional period.

**It was resolved that** it be recommended to full Council that:

i) To agree the payments to the Clerk for one year’s service, CiLCA qualification and study time;

ii) To agree the payment to the previous Deputy for hours worked in the transitional period during the appointment of the new Assistant.

10. HANDYPERSON POST

Discussion ensued on the handyperson post, and it was proposed that recruitment commence as soon as possible. It was proposed that a self-employed contractor be recruited for ten hours per week at £9.50 per hour. Own transport, equipment, insurance etc. to be required.

**It was resolved that** recruitment commence for a Handyperson at the hours and salary agreed.

Proposed: Cllr Kitching Seconded: Cllr Waltham

The meeting closed at 7.15pm

Signed……………………………...............

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| Chairman  Personnel Committee  held on Monday, 9 July 2018 |  |