



Garstang Town Council

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Personnel Committee Meeting, 31st January 2024 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library, on 31 January 2024, 7.00pm.

Present

Councillors: Allard, Brooks, Perkins and Rogers
Councillor Pearson (ex-officio member)

Also present: Town Clerk Edwina Parry

027(2023-24) Appointment of Chairman

Councillor Allard, Deputy Chairman opened the meeting.

Due to the resignation of the Chairman, former Councillor Dyer, the Committee needed to appoint a Chairman for the remainder of the Civic year.

Resolved: Councillor Perkins was appointed Chairman for the remainder of the Civic year.

Councillor Perkins took the Chair.

The Committee paused to remember former Mayor, Councillor David Williams and Mr John Collinson (husband of Wyre Councillor Alison Collinson) who had recently died.

028(2023-24) Apologies for Absence

Councillor Atkinson
Councillor Halford (ex-officio member)

029(2023-24) Declaration of Interests and Dispensations

There were no Declarations of Interest declared or requests for dispensations..

030(2023-24) Minutes of the last meeting

A copy of the minutes of the Personnel Committee meeting held on 6 September 2023 had been circulated.

Resolved: The minutes of the Personnel Committee meeting held on 6 September 2023 were confirmed and signed as a true record.

031(2023-24) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public

It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information.

There were no members of the press or public present.

032(2023-24) Clerk's Report

a) Annual leave carry forward to 2024/2025

Resolved: The Committee agreed that the Clerk could carry forward 15 days annual leave forward into 2024/2025. The Committee **further resolved** that for the leave year 2025/26, only up to 5 days' leave would be allowed to be carried forward as per the Clerk's employment contract.

b) Time of in lieu (TOIL)

The TOIL record sheet was discussed.

Resolved: The Committee agreed to simplify the sheet that the Clerk used. The Committee agreed that the Clerk should only detail the total number of hours worked for the week. This would then be signed off weekly by the Chair of Personnel.

c) Current timesheet

Resolved: The Committee agreed that the timesheet needed to be simplified. As per above minute The Committee agreed that the Clerk should only detail the total number of hours worked for the week. The Committee **further resolved** that the Annual Leave sheet be simplified and that the Clerk went back to using the template supplied by SLCC.

d) Workload of Clerk

The Clerk spoke about the work load for the office of the Town Council.

Resolved: The Committee agreed that minute reference, 20/11/23, should be actioned with the Mayor and the new Chair of the Personnel Committee.

168(2023-24) Amenities

Resolved: That the Mayor, along with the Chairs of Finance & Amenities and Personnel Committees, meet with the Executive Officer at LALC to discuss options of overcoming the problems detailed in the scope of the Committee and the list of Amenity issues.

In the meantime the Clerk was asked to keep communicating with the Mayor and Chair of Personnel, who would in turn support her in the prioritisation of any tasks. The Clerk was asked to continue her tasks as per the approved action plan.

033(2023-24) Appraisals

The Committee noted that the appraisals for the 2 employees were still outstanding. The Clerk and Councillor Pearson (if required) would carry out an exit interview with the Lengthsman.

034(2023-24) Resignation of the Lengthsman

The Committee considered the process of recruitment.

Resolved: That a contractor is appointed to carry out the cutting of grass from 1 April – 31 July 2024. This was delegated to the RFO in consultation with Chair of Personnel and Mayor, Councillor Pearson. The funding would be met from budget code 68 Staff Contingency.

The **Committee** further resolved that the Clerk, supported by the Chair of Personnel and Mayor, Councillor Pearson, look at all options of sourcing a new Lengthsman. This would include feedback from the current Lengthsman and advice from LALC. This information would then be brought back to be considered by the Personnel Committee.

The consideration of purchasing the Lengthsman's trailer was considered. **Resolved:** The Committee thanked the Lengthsman for the offer, but agreed that the Council were not able to consider purchasing it, as the recruitment details and requirements were unknown at this stage.

035(2023-24) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public

It was **resolved** that the confidential business having been concluded, the press and public be re-admitted to the meeting.

036(2023-24) Date of next meeting
[1 May 2024, approved by Full Council](#)

The Committee agreed that another meeting would be required before 1 May to discuss the recruitment for the position of Lengthsman. The Clerk was asked to arrange.

The Meeting Finished at: 9.16pm