



Garstang Town Council

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Personnel Committee Meeting, 1st May 2024 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library, on 1 May 2024, 7.00pm.

Present

Chair: Councillor Perkins
Councillors: Atkinson and Perkins
Councillor Pearson (ex-officio member)

Also present: Town Clerk Edwina Parry

037(2023-24) Apologies for Absence

Councillor Allard.

No apologies had been received from Councillor Brooks

038(2023-24) Declaration of Interests and Dispensations

None.

039(2023-24) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 31 January 2024.

Resolved: The minutes of the meeting held on 31 January 2024 were confirmed and signed as a true record.

040(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

041(2023-24) Chairman's report

The Chairman, Councillor Perkins, gave a verbal report.

The Committee agreed that a conversation with LALC still needed to take place as per minute 20 November 2023 168(2023-24)

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.

The Clerk and the Chair of Personnel reported, and it was noted by the Committee, that the period from 1 March through to the end of May was a busy period. Tasks included the Annual Town Awards, Civic events, year-end accounting and working with the outgoing and incoming Mayor's.

Councillor Perkins reported that the Clerk and herself were messaging daily and that both reported that the support group, which included, Councillor Allard was working well.

The short term grass cutting arrangement was discussed.

042(2023-24) Appraisals

The committee noted that the appraisal of the Clerk had been completed and was signed off on 25th April 2024.

043(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.

044(2023-24) Outstanding Progress Minutes Log

The Committee noted the circulated outstanding/in progress minutes log for Councillor reference.

045(2023-24) Date of next meeting

To be confirmed at Annual Town Council meeting

The Meeting Finished at: 7.48pm