



Garstang Town Council

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Kepple Lane
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Personnel Committee Meeting, 27th November 2024 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library,
on 27th November 2024, 7.00pm.

Present

Chair: Councillor Allard

Councillors: Allard, Atkinson and Keyes

Councillor Halford (ex-officio member) arrived item 5

Also present: Town Clerk Edwina Parry

017(2024-25) Apologies for Absence

Councillors Brooks, Forshaw and Perkins (Chair).

018(2024-25) Declaration of Interests and Dispensations

None.

019(2024-25) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 26 June 2024.

Resolved: The minutes of the meeting held on 26 June 2024 were confirmed and signed as a true record.

020(2024-25) 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.

021(2024-25) Chairman's verbal report

In the absence of the Chair, Councillor Perkins, Councillor Allard and the Clerk gave a verbal report. Main points included:

- i) Lengthsman has started work and is doing a great job already. Clerk to pursue purchase of Hi vis jacket with 'Lengthsman' on back, to give him standing and visibility in the community.
- ii) The Clerk is in daily contact, by message, with the Chair and Deputy Chair and weekly catch up with the Chair.
- iii) Clerk's hours were noted. There was a peak in early November due to the Clerk returning to work after annual leave, earlier deadline of determination of precept and budget to Wyre Council, induction of

Lengthsman and preparation for the Christmas lights. The Committee noted that the peak workload months had moved from March - May to October to December. The Clerk had received support from the Chair and Deputy Chair during this peak period and had a plan to take off the TOIL.

022(2024-25) Staffing report, Clerk

The new Lengthsman started work on Monday 28/10/2024.

The Clerk, alongside Councillor Pearson, carried out an induction programme that week. Weekly catch up and management meetings are held weekly on a Tuesday.

Work duties to date have included

- i) 2 (includes final) grass cuts on the grass verges in the town.
- ii) Maintenance at the sensory garden, Kepple Lane, including the weaving of the willow walkway.
- iii) a review and business plan (5 years) of purchasing new mowing equipment.
- iv) 19/11/24 worked through the Finance and Amenities 'outstanding' to do list
- v) Great input of ideas and support to the Clerk
- vi) the Clerk reported that due to staff resources she had been unable to review the following policies, as detailed on June's minutes.

Updates to Legal Topic Notes 22 disciplinary and grievance arrangements in local councils and 23 health and safety.

The Committee advised that LTN 23 health and safety should be first priority for review.

- vii) Training logs for both the Clerk and Lengthsman were high priority.

023(2024-25) Full Council Risk register, Clerk

The Clerk reported that points 1, 2 & 3 (which all relate to outstanding minutes) and 8 & 9 are listed under the remit of the Personnel Committee.

The Committee noted that Councillors Atkinson, Pearson and Perkins and the Clerk attended a virtual meeting with Debra from LALC on 23/7/2024, fulfilling minute 011(2024-25) Full Council Risk register

The Clerk asked the Committee if the Personnel Committee minutes 024(2023-24), 032(2023-24), 041(2023-24), were now complete.

Resolved:

- i) Risk 1 Business Loss of key staff results in disruption to business and minute 024(2023-24). Clerk to seek locum Clerk options with SLCC branch and LALC in Lancashire.
- ii) Risk 2 Legal / H&S Failure to comply with requirements for operational legal and safety compliance. The Clerk was continuing to update Risk Assessments.
- iii) Risk 3 Delivery Lack of officer capacity and minutes 032(2023-24), 041(2023-24). The Committee recognised that the meeting had been held with LALC and that there was no requirement for an extra member of staff to be appointed for at least a period of 6 months (May 2025) and until the strategic plan had been approved. Minutes 032(2023-24), 041(2023-24) to be marked as completed.

- iv) Risks 8 Legal Failure to comply with HR law and 9 Legal Failure in legal compliance. Clerk to review and update training schedule for Clerk and Lengthsman.

024(2024-25) 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.

025(2024-25) Town Crier, Councillors Forshaw and Keyes

Councillor Keyes reported that 2 meetings had taken place with the Clerk on [15/08/2024](#) and [14/11/2024](#). Meeting notes had been circulated.

Resolved: That no personnel should stand on the Market Cross, due to the risk of tripping or falling. The Clerk was asked to update the Town Criers Risk Assessment.

026(2024-25) Date of next meeting

Wednesday 7.00pm, 29 January 2025

The Meeting Finished at: 8.01pm