



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: clerk@garstangtowncouncil.gov.uk

Web: www.garstangtowncouncil.gov.uk

Garstang Scout and
Guide Headquarters,
Kepple Lane
Garstang
PR3 1PB

Personnel Committee Meeting, 10th September 2025 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library,
on 10th September 2025, 7.00pm.

Present

Chair: Councillor Keyes

Councillors: Atkinson, Hesketh, Keyes and Lee-Bromley.

Also present: Town Clerk Edwina Parry

Councillor Brooks was not present.

1) **Apologies for Absence**

Councillors Perkins and Webster (ex-officio member).

2) **Declaration of Interests and Dispensations**

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

3) **Minutes of the last meeting**

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 16 July 2025.

Resolved: The minutes of the meeting held on 16 July 2025 were confirmed and signed as a true record.

4) **Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**

The Committee resolved that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.

5) **Deputy Chairman's verbal report – Councillor Keyes**

The Town Criers update was recorded at the last meeting.

I notice that apart from her nominated cries, Hilary does circulate notices by hand around the town.

Councillor Pearson and I met with the Lengthsman, regarding Kepple Lane Projects. The Lengthsman has produced a comprehensive report.

Councillor Perkins and I discussed the Clerk's annual appraisal; the presentation of which was outstanding. The outgoing Mayor Councillor Halford

gave a very positive input to the Appraisal. All targets for the previous year were attained and projects for the coming year recorded. Councillor Perkins and I agreed, at the completion of the appraisal, that the Clerk works to a very high standard.

Resolved: The Committee noted that Standing orders 19c '*The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel committee*' had been accomplished.

6) **Staffing report, Clerk**

The Clerk updated the Committee on

- i) The Lengthsman
- ii) The new Committee structure.
- iii) The Local Council Award Scheme
- iv) Hot desk arrangement for the Clerk

7) **Policies, Clerk**

The Committee noted that the Council should have the following policies in place.

- i) H&S,
- ii) Disciplinary,
- iii) Grievance,
- iv) leave for trade union activities,
- v) holidays,
- vi) parental or caring duties (such as maternity or paternity leave),
- vii) harassment and bullying, sexual harassment,
- viii) redundancy or retirement,
- ix) flexible work,
- x) performance management and more.

Equality, inclusion and diversity should run through all aspects of a Council's policies' protected characteristics EA 2010, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

The advice was to set up a programme to review policies on a regular basis this may mean three years for some, annually for others.

The Committee noted that Standing Orders detail the requirement for Councillors on Staffing Committee to have undergone HR training.

The Committee noted the route to success

- Ensure have all HR policies in place and system to review
- Ensure Policies and procedures are appropriate to deal with Clerk
- Align appraisals, training and performance management with the Council strategy
- Ensure professional support is built into policies
- Require Councillors on the staffing committee to be trained in HR
- Get trained to do appraisals if fearful of them
- Have a good Performance Management policy in place
- Use the strategy every day / week to determine work priorities and to manage performance

- Ensure everyone within the Council is aligned around the strategy
- (cascading goals) Maximise everyone's motivation to succeed, Intrinsic motivators
- Celebrate successes!

Resolved:

- i) That the Clerk review existing policies and prepare a programme for their approval.
- ii) The Committee endorsed the Clerk's recommendation that the priority of policies be aligned with the criteria of the Local Council award scheme.
- iii) Councillors noted whether they have relevant skills to provide support to the Clerk if required.
- iv) To note that the Clerk has asked LALC, what HR training they could provide.

8) Full Council Risk register, Clerk

The Committee noted that the Clerk had circulated the risk register; however the link was invalid.

Resolved: The Clerk would send out a new link. Councillor Atkinson reported there was nothing to note.

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

The Committee resolved that, the confidential business having been concluded, the press and public be re-admitted to the meeting.

10) Town Crier, Councillors Keyes

Councillor Keyes reported that the next meeting with the Town Crier is on 30/10/2025.

11) Date of next meeting

3rd December 2025.

The Meeting Finished at: 7.24pm