

Knutsford Town Council

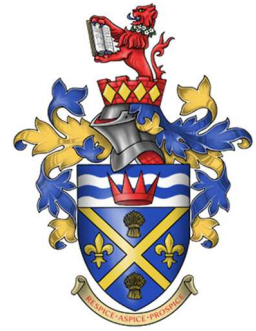
Town Clerk: Adam Keppel-Green

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Minutes of the Personnel Committee Meeting held on 4th June 2020 Online, via Zoom

P19/161 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Dalzell, Forbes, Gardiner and McCulloch.

In attendance: A Keppel-Green (*Town Clerk*)

P19/162 To receive apologies for absence

Apologies were received from Cllr Malloy (business).

P19/163 To note declarations of members' interests

No member declared an interest in any item.

P19/164 To receive and confirm the minutes of the meeting held 7th May

It was **RESOLVED** to approve the minutes.

P19/165 To consider recruitment for the vacancy for the Civic Events Officer

A motion to authorise the Town Clerk to determine the appropriate juncture to commence recruitment in consultation with the Chairman and Deputy Chairman was proposed and seconded but failed.

A motion to authorise the Town Clerk to determine the appropriate juncture to commence recruitment was proposed and seconded but failed.

It was **RESOLVED** to defer consideration of the recruitment for the vacancy until September.

P19/166 To consider combining the roles of Market Hall Cleaner and Office Caretaker

It was **RESOLVED** to combine the roles of Market Hall Cleaner and Officer Caretaker to create the post of Caretaker working an average of 18 hours per week. It was agreed that the job advert will highlight the requirement for flexibility in weekly hours.

P19/167 To consider membership of the Institute of Place Management for the Town Centre and Marketing Officer's

It was **RESOLVED** to provide membership of the Institute of Place Management for the Town Centre and Marketing Officer.

P19/168 To agree a date for the next meeting

It was agreed not to set a date and that a meeting be called when needed.

P19/169 To consider matters related to contracts of employment

It was **RESOLVED** to exclude the public and press on the grounds of the confidential nature of discussions.

The Town Clerk reported that the only outstanding revised contract was his own which was pending his drafting a revised job description for agreement with the Chairman and Deputy Chairman.

FINAL