

# Knutsford Town Council

Town Clerk: Adam Keppel-Green

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## Minutes

*of the*

### Personnel Committee Meeting held on October 7<sup>th</sup> 2019

in the Lower Council Chamber of the Town Council Offices

**P19/059 Present**

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

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

**P19/060 To receive apologies for absence**

Apologies were received from Cllrs Malloy (business) and Dalzell (personal business)

**P19/061 To note declarations of members' interests**

Cllrs Hamilton Coan and Forbes declared a personal interest in P19/062 on the grounds of being disabled.

**P19/062 To consider the Deputy Town Clerk's return to work and occupational health report**

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

The occupational health report was noted. It was **RESOLVED** that pending the outcome of the fundamental staffing review, responsibility for organising events be passed to the Administration Assistant, that the Deputy Town Clerk assume additional responsibility to support the Town Clerk in the management of the council's assets and that the Town Clerk write to the Deputy Town Clerk informing her of the changes and expressing the committee's wishes.

It was **RESOLVED** to readmit the public and press.

**P19/063 To note the date of the next meeting**

It was agreed to amend the meeting start time to 5pm.