

Knutsford Town Council

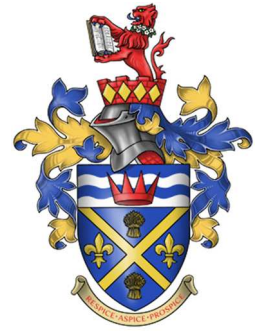
Town Clerk: Adam Keppel-Green

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Minutes

of the

Personnel Committee Meeting held on September 5th 2018

in the Moor Room of the Town Council Offices

P18/025 Present

Cllrs Mrs Gray, Forbes and Nicholson.

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

P18/026 To receive apologies for absence

Apologies were received from Cllrs Coan, Goodrich (personal business) and Malloy (business).

P18/027 To note declarations of members' interests

No member declared an interest in any item under discussion.

P18/028 To receive and confirm the minutes of the meetings held 26th July and 22nd August 2018

It was **RESOLVED** to confirm the minutes subject to a correction in P18/023 to specify that the response be reviewed by the council's solicitor.

P18/029 To consider the committee budget and spending to date

The budget and spending to date was noted.

P18/030 To consider review the hours of the Town Centre Manager

It was **RESOLVED** to increase the Town Centre Manager's hours to 32 per week.

P18/031 To consider amending the job title and spinal column point of the Administration Assistant

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

The Town Clerk reported on discussions and it was agreed to defer this item to the next meeting.

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

P18/032 To consider matters related to the return to work following maternity leave of the Deputy Town Clerk

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

It was **RESOLVED** to approve the retention of the incumbent Administration Assistant for 15 hours per week in December.

P18/033 To review the Town Ranger's probationary period

It was **RESOLVED** to end the Town Ranger's probation period and confirm him in post. The committee expressed their thanks for his work to date.

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

P18/034 To note that DSE assessments have been undertaken

The Town Clerk reported that DSE assessments had recently been undertaken and that the minor issues arising were being attending to.

P18/035 To discuss personnel matters

The Town Clerk reported that he and the Town Centre Manager were interviewing two candidates for the Market Cleaner role the following week and provided an update on the staff teambuilding day, planned for November.

P18/036 To note the date of the next meeting

The date was noted.

F E M I N A L