

# Knutsford Town Council

Town Clerk: Adam Keppel-Green

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## Minutes of the Personnel Committee Meeting held on June 13<sup>th</sup> 2018 in the Moor Room of the Town Council Offices

**P18/001 Present**

Cllrs Goodrich, Coan, Forbes and Nicholson.

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

**P18/002 To receive apologies for absence**

Apologies were received from Cllrs Malloy (business) and Mrs Gray (personal business)

**P18/003 To note declarations of members' interests**

No members declared an interest in any item.

**P18/004 To note the committee's terms of reference**

It was noted the terms of reference should be updated to include reference to member training when Standing Orders are next reviewed.

**P18/005 To receive and confirm the minutes of the meeting held 9<sup>th</sup> May 2018**

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

**P18/006 To consider the committee budget and spending to date**

The budget and spending to date was noted.

**P18/007 To review the Mayor's PA's probationary period and pay scale spinal column point**

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

It was **RESOLVED** to end the Mayor's PA's probationary period and confirm her in post. It was further **RESOLVED** that she advance to SCP 20.

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

**P18/008 To consider the Town Clerk's attendance at the SLCC National Conference**

It was **RESOLVED** to approve the Town Clerks attendance at the SLCC National Conference.

**P18/009 To consider matters related to the staff teambuilding day**

It was **RESOLVED** that the teambuilding day be permitted to be held on a normal working day.

**P18/010 To discuss personnel matters**

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

The Town Clerk provided an update in relation to a staff competence and capability matter. It was **RESOLVED** to readmit the public and press.

***P18/011*** **To note the date of the next meeting**

The date was noted.

FINAL