

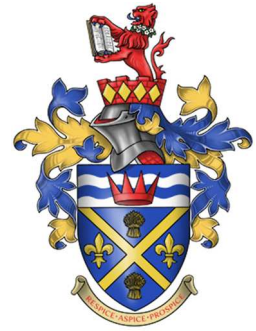
Knutsford Town Council

Town Clerk: Adam Keppel-Green

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929 www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Personnel Committee Meeting held on July 26th 2018

in the Moor Room of the Town Council Offices

P18/012 Present

Cllrs Goodrich, Mrs Gray, Forbes and Nicholson.

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

P18/013 To receive apologies for absence

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

P18/014 To receive and confirm the minutes of the meeting held 13th June 2018

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

P18/015 To consider the committee budget and spending to date

The budget and spending to date was noted.

P18/016 To consider the conversion of the Town Centre Manager role from temporary to permanent and to review the hours of the post

It was **RESOLVED** to make the post permanent. It was agreed to defer consideration of reviewing the hours pending information on the time requirement for potential sponsorship generation.

P18/017 To consider matters related to the recruitment of a market hall cleaner

It was **RESOLVED** to advertise for a Market Hall Cleaner for a twelve-month fixed term contract and to authorise the Town Clerk and Town Centre Manager to undertake shortlisting, interview and appointment.

P18/018 To discuss personnel matters

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

The Town Clerk provided an update on the Deputy Town Clerk's maternity leave and expected return date.

It was agreed that the Town Clerk report to the next meeting with a recommended change of title and spinal column points increase for the Administration Assistant in recognition of her increased experience from covering the Deputy Town Clerk role.

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

P18/019 To note the date of the next meeting

The date was noted.