

Garstang Town Council Personnel Committee
9 March 2016

Minutes

Present: Councillors Gilmour, Perkins, Salisbury, Webster and Williams.

The Clerk was present at the meeting.

1. Appointment of Chairman

Cllr Williams was appointed Chairman until the next Annual Meeting of the Council

2. Programme of meetings for the year

As required

3. Apologies for absence

Cllr L Harter

4. Declaration of Interest

No declarations of interest were reported.

5. The Committees roles and functions

In light of the 2 new Cllrs joining the Committee, the Clerk outlined the following terms of reference for the Personnel Committee that were approved at the Council meeting held in April 2008.

PERSONNEL COMMITTEE

The Committee will comprise 6 members.

The Quorum of the committee shall be 3 members

The committee shall undertake the following roles and functions

- (a) Power to appoint new staff
- (b) Power to appoint agree new salaries and terms and conditions within existing budgets
- (c) Power to hear and deal with grievance complaints and disciplinary procedures
- (d) Power to hear and recommend for approval re-grading applications
- (e) To carry out appraisals for the Town Council staff
- (f) To agree the terms & conditions for the Town Crier in position

No revisions were made to the terms of reference.

6. Appraisals

The Committee had received copies of the appraisal forms for the Clerk and Lengthsman. The Clerk's appraisal had been carried out on 12 February 2016 and the appraisal of the Lengthsman, 11 February 2016.

Resolved

The Committee approved the Clerk's and Lengthsman's appraisals. In addition the Committee wished to minute that

- (a) the Lengthsman is a tremendous asset to the Council and an extremely valuable member of the team.
- (b) That the Clerk had had an exemplary year as Clerk to the TC.

7. Date of meeting and items for the agenda

As required

The meeting closed at 20.10