



# Garstang Town Council

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Kepple Lane  
Garstang  
PR3 1PB

## Personnel Committee Meeting, 11<sup>th</sup> May 2022 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library on 11 May 2022 at 7.00pm.

### Present

Chairman: Councillor Mitchell

Councillors present: Leech, Mitchell and Webster

Ex officio attendee Mayor, Councillor Allan

Also present: Town Clerk, Edwina Parry

Councillors Hogton was not present

### 14(2021-22) Apologies for Absence

Councillor Brooks and Salisbury

### 15(2021-22) Declaration of Interests and Dispensations

There were no disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.

### 16(2021-22) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 26 January 2022.

**Resolved:** The minutes of the meeting held on 26 January 2022 were confirmed and signed as a true record.

### 17(2021-22) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public

It was resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involved the likely disclosure of sensitive and confidential information. There were no members of the press or public present.

### 18(2021-22) Chairman's report, Councillor Mitchell

Councillor Mitchell reported that

- Good progress has been made regarding office space in Garstang and thanks go to Councillor Shaun Turner, Councillor Oliver Atkinson and LCC for their assistance in this matter.
- She reported on the fortnightly catch-up meetings with the Clerk.

**19(2021-22) Clerk's Contract of Employment Changes, Councillor Mitchell**

**a) Working from Home Policy**

**Resolved:** The working from home policy was approved with an amendment at 'visits to work premises'. This amended document would be included alongside the Clerk's contract as specified at 8.2.1.

**b) Domestic Expenses**

**Resolved:** The Committee approved that the flat-rate of £6 per week is paid on a monthly basis at £26 per month, back-dated to the last payment made. The Committee **further resolved** that Councillor Mitchell would bring back information on how you can calculate the breakdown of costs from working from home.

**c) Travel Expenses**

**Resolved:** The Committee approved 2 amendments to the Clerk's contract:

- 10.3 Travel expenses will not be paid to attend Council meetings
- 10.4 Travel expenses will not be paid for travel to designated office space in Garstang these additions to the contract.

Any car mileage incurred outside of points 10.3 and 10.4, could be claimed by the Clerk from 11/05/2022.

**20(2021-22) Staffing arrangements, Councillor Mitchell**

Councillor Mitchell gave an update on staffing arrangements for July – September 2022.

**21(2021-22) Library – rental of office space, Councillor Mitchell**

**Resolved:** The Personnel Committee agreed to recommend to Full Council to take up office space at Garstang Library. The annual cost of this is to be finalised but would not exceed £50 per month.

**22(2021-22) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**

To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.

**23(2021-22) Date of next meeting**

Meeting dates for the Civic year 2022-23 to be determined at the Annual Town Council.

**The Meeting Finished at: 7.42pm**