



Garstang Town Council

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Personnel Committee Meeting, 26th June 2024 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library, on 26th June 2024, 7.00pm.

Present

Chair: Councillor Perkins

Councillors: Allard, Atkinson, Forshaw, Keyes and Perkins

Also present: Town Clerk Edwina Parry

001(2024-25) Appointment of Chair

Resolved: Councillor Perkins was appointed Chair of the Personnel Committee.

002(2024-25) Appointment of Deputy Chair

Resolved: Councillor Allard was appointed Deputy Chair of the Personnel Committee.

003(2024-25) Apologies for Absence

Councillors Halford and Webster (ex-officio members).

No apologies had been received from Councillor Brooks

004(2024-25) Declaration of Interests and Dispensations

None

005(2024-25) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 1 May 2024.

Resolved: The minutes of the meeting held on 1 May 2024 were confirmed and signed as a true record.

006(2024-25) Reference material

The Committee noted the circulated information material:

- a) Terms of Reference and Scheme of Delegation
- b) The Good Councillor's guide to employment
- c) The Civility and Respect Project team Podcast 1 – Building an effective personnel committee

007(2024-25) 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 involves the likely disclosure of sensitive and confidential information

008(2024-25) Chairman's report

The Chairman, Councillor Perkins, gave a verbal report which included the following.

It had been a busy period for the Council, from March through to the end of May, in conjunction with the Clerk taking Annual Leave. The Council 'tidy up' at Kepple Lane Park had been a great success on Monday evening (24th June 2024) and it was great to see everyone working well together as a team. It was agreed that Councillor Atkinson should send an email to LALC as per minute 20 November 2023 168(2023-24).

009(2024-25) Councillors Responsibilities as Employers

Resolved: The Committee approved that Councillors Perkins and Allard continue to support the Clerk through her day to day activities, for the Civic Year 2024-25.

010(2024-25) Resignation of Lengthsman – for review by the Committee

The vacancy of the Lengthsman was discussed.

Resolved: The Committee agreed that

- a) this task is the highest priority for the Council.
- b) The consideration of appointing an apprentice was discussed, however this would not be pursued at this time.
- c) The vacancy should be filled by an employee of the Council and not a self-employed person or contractor.
- d) Councillor Atkinson to have an input on the financial element of the recruitment.
- e) The recruitment process to be carried out by the Clerk with assistance from Councillors Perkins and Pearson. A progress meeting is scheduled for Thursday 11 July 2024.
- f) A further meeting of the Personnel Committee meeting may be required, to progress the appointment.
- g) The Committee agreed that 2 further grass cuts take place, by J Rob's Ground Maintenance Ltd in July and August 2024.

011(2024-25) Full Council Risk register, Clerk

The Clerk drew the Committee's attention to risks 1, 2 & 3 (which all relate to outstanding minutes) and 8 & 9 which fall under the remit of the Personnel Committee:

Resolved: The Committee agreed;

- a) Risk 1 was being actioned as per minute 008(204-25)
- b) Risk 2 the Risk Assessments needed to be completed by the Clerk.
- c) Risk 3 The Clerk and Councillor Atkinson to complete the Strategic Plan [Full Council minute 18 March 2024; 265(2023-24)], which would

support the Clerk. Furthermore a 'Councillor Management team' consisting of the Mayor and Chairs of the 3 Committees was discussed, so that there was a better understanding of the tasks/projects of the Council and the time and capacity available for completion within staffing levels.

- d) Councillor Atkinson offered to speak with LALC about any forthcoming training on 'Staffing' for Councillors.
- e) The Clerk to seek from Wyre and Lancashire County Councils a list of approved suppliers. It was hoped that a list of approved suppliers could then be approved by the Town Council, at the next meeting on 15th July 2024.

012(2024-25) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public

It was resolved that the confidential business having been concluded, the press and public be re-admitted to the meeting.

013(2024-25) Outstanding Progress Minutes Log

The Committee noted the circulated outstanding/in progress minutes log.

014(2024-25) Town Crier, Councillor Perkins

Resolved: Councillors Forshaw and Keyes were appointed to provide oversight of the Town Crier's role and duties including review and agreement of Terms and Conditions, as per the Committee's Terms of Reference and Scheme of Delegation. The Clerk would arrange a meeting with the Town Crier. It was anticipated that 2 meetings per year would be required.

015(2024-25) Rescheduling of Personnel Committee meeting to accommodate an Annual Leave request of the Clerk

Resolved: The Personnel Committee recommend to Full Council that the Personnel Committee due to be held on Wednesday 5 February 2025, is rescheduled to 29 January 2025.

016(2024-25) Date of next meeting

11 September 2024.

The Committee noted that it is the Clerk's intention to review the following policies - disciplinary and grievance arrangements in local councils (LTN 22) and health and safety (LTN 23). NALC have updated and refreshed the content and provided new versions.

The Meeting Finished at: 8.04pm