



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: clerk@garstangtowncouncil.gov.uk

Web: www.garstangtowncouncil.gov.uk

Garstang Scout and
Guide Headquarters,

Kepple Lane

Garstang

PR3 1PB

Personnel Committee Meeting, 29th January 2025 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library, on 29th January 2025, 7.00pm.

Present

Chair: Councillor Perkins

Councillors: Allard, Atkinson, Keyes and Perkins

Councillor Halford (ex-officio member)

Also present: Town Clerk Edwina Parry

027(2024-25) Apologies for Absence

Councillors Brooks.

The Mayor informed the Council, that he had received Councillor Forshaw's resignation from the Council.

Retrospective apologies were received from Councillor Webster (ex-officio member)

028(2024-25) Declaration of Interests and Dispensations

There were no Declarations of Interest declared or requests for dispensations.

029(2024-25) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 27 November 2024.

Resolved: The minutes of the meeting held on 27 November 2024 were confirmed and signed as a true record.

030(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.

031(2024-25) Chairman's verbal report – Councillor Perkins

Summary of discussion:

- a) The Lengthsman had attended the Garstang in Bloom AGM this morning, whereby he gave an exceptional account of his work. He would

be working in the town to support 'the Bloomers' for their entry into the National Britain in Bloom competition. He had been well supported and new equipment.

- b) The Committee noted that the Clerk has 1.5 days Annual Leave to use by 31/3/2024; she could carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.
The Clerk manages the Lengthsman's annual leave.
Accrual of annual leave - In the first year of employment, annual leave accrues at the rate of 1/12 of the annual leave entitlement on the first day of each month of that year.
- c) The 6 month appraisal review of the Clerk took place on 14/01/2025 with Councillor Perkins.
- d) Councillor Keyes was willing to assist the Clerk on obtaining the Local Council Award scheme.
- e) The Committee noted that the Clerk had registered on The Principles of Internal Auditing Local Councils (PIALC); an online sector specific learning course designed to establish a more regulated and standardised process for internal auditing within local councils. The cost is £144.00, of which the Clerk has secured 50% of the funding from SLCC Lancashire branch.

032(2024-25) Staffing report, Clerk

Summary of discussion:

- a) Weekly catch up and management meetings are held weekly on a Tuesday. Going forwards in February they will now be scheduled fortnightly.
- b) Health and safety: the general duty – the Clerk is working through the following points as detailed in Legal Topic Notes (LTN) health and safety (LTN 23)
 - i. An employer's duty is to provide a healthy and safe place of work:
 - ii. A safe system of work
 - iii. Safe equipment
 - iv. Carrying out risk assessments to minimise risk factors
 - v. Providing relevant instruction, training and management of staff
 - vi. Providing staff welfare facilities
- c) Lengthsman welfare - The Clerk has arranged for welfare facilities at work (e.g. washing, toilet, rest, changing, and eating and drinking facilities by agreement with the Scout Hut).
- d) Probation period review to take place on Tuesday 11/2/2025, with the Lengthsman and Councillor Pearson.
- e) The Lengthsman has been enrolled on Health and Safety course at Myerscough college and a first Aid course is being processed. Councillor Atkinson reported that he had accessed First Aid training with the British Red Cross in Fulwood.

- f) No further questions.

Resolved: The Committee resolved the following:

- i) subject to the output of the probation review the Clerk be approved to suggest to the lengthsman that given his extensive experience and excellent work completed to date the Council can see potential progression and scope increases within the lengthsman's role.
- ii) Authority be delegated to the Clerk and Councillor Atkinson to draft a development plan for the Lengthsman. The Clerk shall then review this with the Lengthsman to add further detail. This may consider areas such as tree surveys, green space improvement projects, the allotments, risk assessments and equipment management.
- iii) The Clerk shall undertake a review with LALC on pay grading, and undertake benchmarking with other councils.

The Committee **further resolved** that points ii) and iii) shall be brought forward to Full Council or Personnel Committee, once complete.

033(2024-25) Full Council Risk register, Clerk

Resolved:

- a) The risk assessments would need to be updated for the Lengthsman's machinery from fuel to battery operated.
- b) Staff continuity the Clerk was asked to add the 2 links for locum cover for the Clerk; SLCC's [Local Council Consultancy](#) and [Local Government Resource centre](#).

034(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.

035(2024-25) Town Crier, Councillor Keyes

The Committee noted that the next meeting is scheduled for 13/02/2025.

Resolved: A Councillor representative would be sought to replace Councillor Forshaw at February's Town Council meeting.

That the Town Crier be offered a taxi home after attending evening events.

036(2024-25) Date of next meeting

Wednesday 7.00pm, 7 May

The Meeting Finished at: 7.34pm