

**HORNSEA TOWN COUNCIL**  
**MINUTES OF THE PROCEEDINGS OF A MEETING OF THE HORNSEA TOWN**  
**COUNCIL PERSONNEL COMMITTEE**

**HELD ON THURSDAY 3<sup>rd</sup> JUNE 2021**

Present: Councillors: S Prescott, L Embleton, J Greensmith, C Morgan-Muir and E Whitworth

**1. Apologies for absence**

There were no apologies

*Due to the following items containing direct reference to individual staff members it was **RESOLVED** that they be taken IN CAMERA*

**2. Approval of the Minutes of a meeting held on 20<sup>th</sup> May 2021**

The Minutes of a meeting held on 20<sup>th</sup> May were approved as a correct record of proceedings thereat

**3. Driving competency test etc – update**

The Town Clerk confirmed that a driving competency test had been booked for week commencing 9<sup>th</sup> August 2021 – **RESOLVED** noted

**4. Deputy Clerk**

Various information (contracts of employment/job descriptions) having been previously circulated and following discussion it was **RESOLVED** that:-

- i) Date as discussed to be confirmed in writing
- ii) A list of duties for the DTC role be submitted to the next meeting
- iii) The Chairman to contact ERNLLCA to obtain necessary documentation as discussed

*It was **RESOLVED** that item 6 be dealt with next*

**6. Maintenance Staff – breaks**

The Chairman gave further details – **RESOLVED** the Town Clerk advise staff as discussed

**5. Flexible working request(s)**

It was **RESOLVED** that flexible working request(s) be granted on a 3 months trial basis

Next agenda: i) Works vehicles – usage  
ii) Appraisals

Next meeting – tbc (at the rising of a Parks, Cemeteries and Planning meeting – Chairman to confirm date)