**HORNSEA TOWN COUNCIL**

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

**HELD ON THURSDAY 16TH DECEMBER 2021**

**VIA ZOOM**

Present: Councillors: L Embleton, J Greensmith, and C Morgan-Muir, Maintenance Manager G Oxendale

1. **Apologies for absence**

Apologies for absence were received from Cllrs S Prescott and E Whitworth

*Due to the following items involving direct discussion relating to staff it was* ***RESOLVED*** *that they be take IN CAMERA*

1. **Approval of the Minutes of a meeting held on 16th November**

The Minutes of a meeting held on 16th November were approved as a correct record of proceedings thereat

1. **Proposed apprentice**

GO gave details of a possible apprentice **RESOLVED** noted next agenda, breakdown of maintenance staff costs/overtime etc to be submitted to the next meeting

1. **Work experience applicant**

Following discussion it was **RESOLVED** that GF be offered 1 week work experience placement in Spring 2022 on terms as agreed

1. **Administration Assistant appointment**

The Town Clerk gave details of correspondence with DS. It was **RESOLVED** that the salary scale point be offered as discussed. The Town Clerk gave details of matters raised by NT, it was **RESOLVED** that the situation remain “as is”

Next meeting – 6th January 2022 6.00pm via Zoom if necessary, items for agenda:-

1. Contracts of employment
2. Outreach workers – AM to be invited to attend