**HORNSEA TOWN COUNCIL**

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

**HELD ON THURSDAY 6TH JANUARY 2022**

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

1. **Apologies for absence**

Apologies for absence were received from Cllr E Whitworth

*Due to the following items involving discussions directly related to individual staff members and others it was* ***RESOLVED*** *that they be taken IN CAMERA*

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

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

1. **Youth Outreach Workers – AM in attendance**

It was **RESOLVED** that this item be deferred to the next meeting pending the attendance of AM – AM to provide overview of Youth Outreach plans for 2022

1. **Proposed apprentice**

Following considerable discussion it was **RESOLVED** that the Town Clerk Contact Bishop Burton College to obtain details of apprenticeship schemes etc

1. **Contracts of Employment**

Contracts having been previously circulated and following considerable discussion it was **RESOLVED** that an additional meeting be arranged to discuss contracts only – to be during office working hours

1. **Administration Assistant appointment**

A job description for this post having been circulated it was **RESOLVED** that it be accepted with minor amendments as discussed. The Town Clerk confirmed that DS had accepted the post offer – **RESOLVED** noted

Next meeting - agenda item - Town Clerk – leave/holidays