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**HORNSEA TOWN COUNCIL**

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

**HELD ON MONDAY 16TH MAY 2022**

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

In attendance – J Richardson Town Clerk

1. **Apologies for absence**

Apologies for absence were received from Cllrs S Prescott and 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 4th April 2022**

It was **RESOLVED** that the Minutes of a meeting held on 4th April be approved as a correct record of proceedings thereat

1. **Detached Youth Worker – update**

The Town Clerk confirmed that no applications had been received at this time. It was **RESOLVED** that the post be advertised again in June and that it be sent to the senior school also

1. **Proposed apprentice - information attached**

Two applications having been previously circulated it was **RESOLVED** that they be kept on file and the Bishop Burton College be asked to promote the apprenticeship vacancy, further consideration of this matter to be deferred for 1 month pending the receipt of any additional applications

1. **Staff update i) Assistant Town Clerk –** the Town Clerk gave an

update on progress – **RESOLVED** noted

**ii) Administration Assistant -** the Town Clerk gave an update on progress – **RESOLVED** noted

**iii) Maintenance Operative -** the Town Clerk gave an update on progress – **RESOLVED** noted

It was further **RESOLVED** that an item “weekend working” be on the next agenda

1. **Horticultural Operative**

It was **RESOLVED** that GO be asked to attend the next meeting

1. **Staff – Queens Platinum Jubilee**

It was **RESOLVED** that hours worked by Town Council during the Queens Platinum Jubilee celebration weekend be paid accordingly

1. **Staff training – existing/requirements**

Details of staff training completed/required having been circulated it was **RESOLVED** that “essential” training be highlighted and submitted to the next meeting. It was further **RESOLVED** that safeguarding training/DBS renewal be checked with ERYC

Signed Chairman ……………………………………………………………..