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**HORNSEA TOWN COUNCIL**

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

**HELD ON MONDAY 20TH JUNE 2022**

Present: Councillors: L Embleton, J Greensmith, and A Robinson

In attendance J Richardson – Town Clerk

1. **Apologies for absence**

Apologies for absence were received from Cllrs C Morgan-Muir and T Bunch

1. **Election of Chairman**

It was **RESOLVED** that Cllr L Embleton be elected as Chairman for 2022/2023

1. **Election of Vice Chairman**

It was **RESOLVED** that Cllr C Morgan-Muir be elected as Vice Chairman

*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 May 2022**

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

1. **Appraisals**

It was **RESOLVED** that this matter be deferred to the next meeting pending the attendance of GO

1. **Detached Youth Worker – update**

The Town Clerk confirmed that this post had been re-advertised – **RESOLVED** noted

1. **Proposed apprentice – update**

Following discussion it was **RESOLVED** that this post be advertised directly – job advert/person specification/job description to be provided to the committee for approval prior to advertising

1. **Horticultural Operative**

It was **RESOLVED** that it be confirmed to MP that this matter continues to be considered by the committee

1. **Training for Councillors**

It was **RESOLVED** that ERYC, Cllr Barbara Jefferson and Cllr John Whittle be asked to provide basic planning training to councilors

1. **Weekend Working**

It was **RESOLVED** that GO, MP and RG be invited to attend the next meeting to discuss this matter further

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

Following discussion it was **RESOLVED** that:-

1. The Town Clerk enquire with ERYC regarding playground inspection training
2. The office be closed for 1 day to enable Manual Handling Training for all staff
3. Costs/budget for “Working on the Highway” training be considered

Next Agenda: Lone working

 Youth Club - income

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