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**HORNSEA TOWN COUNCIL**

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

**HELD ON MONDAY 8TH AUGUST 2022**

Present: Councillors: L Embleton, c Morgan-Muir, J Greensmith, and T Bunch

In attendance J Richardson Town Clerk

1. **Apologies for absence**

There were no apologies for absence

*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 20th June 2022**

The Minutes of a meeting held on the 20th June were approved as a correct record of proceedings thereat

*(Cllr A Robinson joined the meeting at this point)*

1. **Weekend Working – GO, MP and RG in attendance**

The Chairman welcomed GO, MP and RG to the meeting. Following discussion it was **RESOLVED** that this matter be on the next agenda for further discussion

1. **Appraisals – GO in attendance**

Following discussion it was **RESOLVED** that GO carry out appraisals for MP and RG in September 2022

1. **Training for Councillors (Planning)**

The Chairman confirmed that she is awaiting a response from Ward Members regarding training – **RESOLVED** noted next agenda

1. **Staff/Member Training – update**

An updated spreadsheet of training for/completed by staff and members having been circulated it was **RESOLVED** that:-

1. An update on DBS checks be included on the next agenda
2. The Town Council Safeguarding Policy be checked in relation to renewal of DBS checks
3. Details of further “Prevent” training be sought
4. **Lone Working**

Following discussion it was **RESOLVED** that a Lone Working Policy be submitted to the next meeting

1. **Youth Club – income**

It was **RESOLVED** that this matter be referred to the Town Council agenda (in CAMERA) to receive an update and background information on the running and establishment of the Hornsea Youth Club

1. **Proposed Apprentice**

The Town Clerk confirmed that this position had been publicised – **RESOLVED** noted

1. **Detached Youth Worker – update**

It was **RESOLVED** that the closing date for this position be extended and re-advertised

Next meeting – Monday 5th September – 6.00pm

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