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**HORNSEA TOWN COUNCIL**

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

**HELD ON MONDAY 5TH SEPTEMBER 2022**

Present: Councillors: L Embleton, C Morgan-Muir, A Robinson, and T Bunch

In attendance J Richardson – Town Clerk

1. **Apologies for absence**

Apologies for absence were received from Cllr J Greensmith

*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 8th August 2022**

The Minutes of a meeting held on 8th August were approved as a correct record of proceedings thereat

1. **Approval of the Minutes of a meeting held on 15th August 2022**

The Minutes of a meeting held on 15th August were approved as a correct record of proceedings thereat

1. **Weekend Working**

Following discussion it was **RESOLVED** that cost for 2 large litter bins be submitted to the next meeting

1. **Appraisals**

It was **RESOLVED** that this matter be deferred to the Town Council agenda

1. **Staff/Member Training including update on DBS checks**

The Town Clerk gave an update on recent DBS renewals – **RESOLVED** noted

1. **Lone Working Policy**

A draft policy having been circulated and minor amendments made it was **RESOLVED** that it be submitted to the Town Council for approval. It was further **RESOLVED** that lone working be discussed at forthcoming staff appraisals

1. **Detached Youth Worker – update**

Cllr C Morgan-Muir gave details of a recent interview and offer of employment. Following discussion it was **RESOLVED** that the Lead Youth Worker role scale point be set at 15 and other interviews be carried out after the closing date for this post

1. **Apprentice – update**

The Town Clerk informed members that no applications have been received for this post. It was **RESOLVED** that this item be on the next agenda

1. **Manual Handling Training**

It was **RESOLVED** that this item be on the next agenda – costs for 2 training sessions to be confirmed

Next meeting – Monday 3rd October – 5.00pm

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