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**HORNSEA TOWN COUNCIL**

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

**HELD ON MONDAY 24TH OCTOBER 2022**

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

 In attendance J Richardson – Town Clerk

1. **Apologies for absence**

There were no apologies

*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 5th September 2022**

The Minutes of a meeting held on the 5th September were approved as a correct record of proceedings thereat

It was **RESOLVED** that item 4 be dealt with next

1. **Appraisals 2022**

GO gave details of appraisal involving MP and RG. Following discussion it was **RESOLVED** that the following items be on the next agenda:-

1. Staff salaries
2. Appraisal forms
3. **Weekend Working - to receive cost of large litter bins**

The Town Clerk confirmed the cost of litter bins - £577.49 per bin plus VAT. Following discussion it was **RESOLVED** that:-

1. Cllr J Greensmith monitor bins at the skate park
2. The Town Clerk clarify with the Maintenance Manger if a larger bin can be installed in the Cinema Street Car Park
3. The Maintenance Manager be asked to comment on usage of bins/problem areas
4. This item be on the next agenda
5. **Detached Youth Workers – update**

Following discussion it was **RESOLVED** that interviews be held on Monday 31st October at 11.00am and 11.45am respectively and that the Chairman and Cllr A Robinson carry out interviews

1. **Apprentice – update**

The Town Clerk confirmed that there had been no applications for the Apprenticeship position. It was **RESOLVED** that the Town Clerk discuss staffing needs with the Maintenance Manager and report back to the next meeting

1. **Manual Handling Training – to receive costs for 2 sessions**

The Town Clerk confirmed that it would cost £375.00 per day session for manual handling training. It was **RESOLVED** that this matter be referred to the Town Council for further discussion

Next meeting – Monday 7th November – 5.00pm