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**HORNSEA TOWN COUNCIL**

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

**HELD ON MONDAY 14TH NOVEMBER 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 24th October 2022**

The Minutes of a meeting held on 24th October were approved as a correct record of proceedings thereat

1. **Weekend Working /litter bins a) Bins – skate park –** Cllr J Greensmith gave a report on litter bins and confirmed that no additional bins are required at the skate park/play area – **RESOLVED** noted

 **b) Bin – Cinema Street Car park** – it was **RESOLVED** that a larger litter bin be installed at the Cinema Street Car Park

 **c) Bins/litter – problem areas** – it was reported that there are no real problem areas at this time – **RESOLVED** noted

1. **Appraisals 2022 a) Staff salaries** – Following discussion it was **RESOLVED** that salary scale points for GO and MP be amended as discussed and the situation be reviewed again in 6 months time

 **b) Appraisal forms –** the Town Clerk gave details of appraisals carried out with DS and MO. It was **RESOLVED** that DS job role be reviewed again in 6 moths time, a quotation to purchase a hand held vacuum be sought, “recycling – room bookings” be deferred to the Climate Change working group for further discussion and “cleaning of the town council depot” be referred to the Town Council for further discussion

1. **Detached Youth Workers – update**

The Town Clerk confirmed that the new detached youth work team is now in place and contact has been established with the Police and various other agencies, detached youth work will begin in Hornsea as of 21st November – **RESOLVED** noted

1. **Apprentice/staffing needs**

The Town Clerk gave details of comments made by GO. It was **RESOLVED** that appraisals be carried out with JR and GO on Monday 28th November at 1.00pm and 2.00pm respectively

1. **Christmas closing**

It was **RESOLVED** that the town hall close for Christmas holidays as of 4.00pm on Wednesday 21st December