

Elloughton cum Brough Town Council
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Minutes of the Ordinary Meeting of the Personnel committee held on Tuesday 13th July 2021 in the Meeting Room, Petuaria Community Centre, Brough, HU15.

Members Present: Cllr Bentley, Cllr Muzaffar, Cllr Luckraft

Meeting Clerk: Philippa Beverley (Town Clerk)

Public Forum: No members of the public in attendance

MINUTES

PL11/20 To accept apologies
Apologies received from Cllr Flint and Cllr Rowe.

RESOLVED: Council resolved to accept apologies from Cllr Flint and Cllr Rowe.

PL12/20 To accept Declarations of Interest relating to items on the agenda.
No declarations of interest received.

PL13/20 To confirm as a correct record the Minutes of a meeting of Personnel Meeting Committee held on 29th March 2021.

Proposed by Cllr Luckraft, seconded by Cllr Muzaffar and agreed unanimously to approve as a correct record the minutes of a Personnel Meeting Committee held on 29th March 2021.

RESOLVED: Council approved the minutes of a Personnel Meeting held on 29th March 2021 as a true and accurate record.

PL14/20 Exclusion of Press and Public
Due to the confidential nature, Members may resolve to exclude the press and public from the meeting during consideration of the next item in accordance with the Public Bodies (Admission to Meetings) Act 1960. The next item of the agenda can be treated as confidential because it relates to confidential staffing issues, such as terms of service, contractual arrangements and the engagement of staff.

PL15/20 To discuss and review current staffing and approve any required actions.
Town Clerk gave update on current park attendant and advised that there were some complaints coming through to the office that the park was not cleaned

Signed: *A Bentley*.....

Date: *11.01.2021*.....

early enough. This has been addressed by the Clerk who has spoken with the attendant and asked him to move forward his start time.
It was proposed by Cllr Bentley, seconded by Cllr Luckraft that this arrangement now be made more formal and the park attendant would be invited to the office to discuss the requirements and their contract be amended to reflect this.

RESOLVED: Committee resolved to instruct the Clerk to make the start date earlier in a more formal manner by inviting attendant in to discuss and amending contract to a start time of 8.30am.

PL16/20

To discuss potential caretaker and grounds person role for the Town, including responsibilities, hours and salary. To approve next steps.

Town Clerk presented proposal for a new Caretaker/Handyman role for the Council, outlying duties and responsibilities.

It was proposed by Cllr Bentley, seconded by Cllr Luckraft the role would be for 10 hours, with a mandatory hour on Saturdays and Sundays, first thing in the am to attend to the park. The salary was at the SCP outlined in the proposal. The Town Clerk was instructed to begin the recruitment process and advertise the role.

RESOLVED: Committee resolved to move forward on the Town Clerks proposal for a Caretaker/Handyperson role for the Town and instructed the Clerk to begin the recruitment process.

PL17/20

To note the next full Personnel Committee Meeting is to be held at 1pm on Tuesday 12th October 2021, location to be confirmed.

Council noted next meeting to take place on Tuesday 12th October 2021 at 1pm.

RESOLVED: Council resolved to note date and time of next meeting.

Signed: 

Date: 11.01.2021