

**Elloughton cum Brough Town Council**

60 Welton Road, Brough, HU15 1BH

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Minutes of the Meeting of the Personnel committee held on Monday 17<sup>th</sup> April 2023 in the Meeting Room, Town Council Office, 60 Welton Road, Brough, HU15 1BH.

**Members Present:** Cllr S Duckles, Cllr Muzaffar, Cllr Bentley, Cllr Luckraft

**Meeting Clerk:** Philippa Beverley (Town Clerk)

**Public Forum:** No members of the public in attendance

**MINUTES**

**PL74/22 To accept apologies**

Apologies received from Cllr Rowe.

**RESOLVED: Council resolved to accept apologies from Cllr Rowe.**

**PL75/22 To accept Declarations of interest relating to items on the agenda.**

No declarations of interest received.

**RESOLVED: Committee resolved no declarations of interest received.**

**PL76/22 To confirm as a correct record the Minutes of a meeting of the Personnel Committee held on 10<sup>th</sup> January 2023.**

Proposed by Cllr S Duckles, seconded by Cllr Muzaffar and agreed unanimously that the minutes be approved as a correct record for the meeting of the Personnel Committee held on 10<sup>th</sup> January 2023.

**RESOLVED: Council resolved to confirm and approve as a correct record the Minutes of a meeting of Personnel Committee held on 10<sup>th</sup> January 2023.**

**PL77/22 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.

**RESOLVED: Council resolved to exclude press and public.**

Signed: .....

Date: .....

**PL78/22 To approve successful completion of Town Councils Grounds man's probation month and confirm his permanent appointment and hours.**

Council received an update from the Town Clerk on the positive performance and attitude to work from the Town Groundsman. Town Clerk recommended that the Groundsman pass his probation and be appointed permanently.

Proposed by Cllr Bentley, seconded by Cllr Luckraft and agreed unanimously to appoint the Groundsman on a permanent contract of 16 hours per week after successful completion of probationary period.

**RESOLVED: Council resolved to appoint Town Groundsman on a permanent 16 hour contract after successful completion of probationary period.**

**PL79/22 To discuss and approve annual pay increases for Town Council staff.**

Town Clerk advised that Office staff will be eligible to review of salary for the year 2023-24, however this will be due around October 2023.

Town Clerk advised that Park attendant requires a pay increase to £10.82 per hour to bring into line on pay scale.

Cllr S Duckles proposed, seconded by Cllr Muzaffar and agreed unanimously to increase the salary of Park Attendant to £10.82 per hour in line with pay scales and review remaining staff after October 2023.

**RESOLVED: Committee resolved to increase Park Attendant salary to £10.82 per hour in line with Pay Scales and to review remaining staff member's salary after October 2023.**

**PL80/22 To note the next full Personnel Committee Meeting is to be held at 1.00pm on Tuesday 11<sup>th</sup> July 2023, at Meeting Room, Elloughton cum Brough Town Council, 60 Welton Road, Brough, HU15 1BH.**

Committee noted time, date and location of next meeting.

**RESOLVED: Council resolved to note the time, date and location of next meeting.**

Signed: .....

Date: .....