**MELTHAM TOWN COUNCIL**

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 18 DECEMBER 2017**

**Present:** Councillor Noon (Chair) and Councillor Haigh

**Public Session** – There were no members of the public present.

**17/16 NOTICE OF MEETING.**

 Public Notice of the Meeting was taken as read.

**17/17 APOLOGIES FOR ABSENCE.**

Apologies for absence were accepted from Councillor Bampton and Councillor Wrathall

**17/18 DECLARATION OF INTEREST.**

No declarations were made.

**17/19 ADMISSION TO THE PUBLIC.**

**RESOLVED:** That the report on personnel issues from the Clerk and the item on park budget issues be taken in private as they would divulge confidential information.

**17/20 PERSONNEL ISSUES REPORT FROM THE CLERK**

The Clerk reported on a number of personnel issues to the Committee including:

* Workloads / work priorities and the Councillors discussed the Clerks current work list
* Additional hours that have been worked and the Councillors reviewed the spreadsheet that was maintained to record hours worked and leave taken.
* Update on progress with the CICLA qualification.
* Office security and data protection issues.
* Work station set up and new PC update
* Christmas cover
* The need for the committee to make a recommendation to Council on the Clerks hours of employment following the earlier decision of Council for the matter to be reviewed in 6 months.

**RESOLVED:** To recommend to Council that the Clerk’s hours remain at 30 hours per week.

**17/21 PARK BUDGET ISSUES**

The Clerk reported on the legal advice she had received via the solicitor’s retained by the Yorkshire Association of Local Council’s on the issues of concern to the Council. It was agreed that the Council should follow the advice given and the Clerk should take the necessary steps to implement this advice.