

## MELTHAM TOWN COUNCIL

### MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 28 JANUARY 2019

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

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

**19/01 NOTICE OF MEETING.**

Public Notice of the Meeting was taken as read.

**19/02 APOLOGIES FOR ABSENCE.**

Apologies for absence had been received from Councillor Bampton and Councillor Wrathall and were accepted.

**19/03 DECLARATION OF INTEREST.**

No declarations were made.

**19/04 ADMISSION TO THE PUBLIC.**

**RESOLVED:** That the item 5 'Personnel Issues' be taken in private as it would divulge confidential /personal information.

**19/05 EXCLUSION OF PUBLIC AND PRESS:**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is

**RESOLVED:** That because of the nature of the business to be transacted, the public and the press leave the meeting during consideration of the items as determined under Agenda Item 4.

**19/06 PERSONNEL ISSUES**

Workloads / work priorities/ resourcing

Councillors reviewed the Clerks workload and noted the number of more complex time-consuming pieces of work. Consideration was given to the Council Plan which was now in its final stages of preparation which contained an action plan for 18/19 and 19/20 which would need to be considered moving forward and it was noted that the Council would have to consider the priorities.

Technology

A discussion took place about the adequacy of the current printer and the Clerk was asked to explore a quote for a larger capacity printer that could handle the volume of printing.

Review of hours worked, and leave taken.

Councillors reviewed the information detailing the hours worked by the Clerk and holidays taken and it was noted that additional hours were likely to be accrued doing the next few months due to year end, the annual meeting and the elections in May.