



Mr M Brook
Town Clerk & RFO
Meltham Town Council
Carlile Institute
Meltham
HD9 4AE

Minutes of the Personnel and Councillor Development Committee meeting held at the Carlile Institute, Edward Brook suite **at 5.00pm on the 22nd of July 2024.**

Present: - Cllr David Haigh (Mayor), Councillor's Buchanan and Noon.

Also present: - The Advisor to the Council (via Teams)

1. 24/1: ELECTION OF CHAIRPERSON AND VICE.

1.1 To elect a Chair of the Personnel and Councillor Development Committee for the municipal year 2024 to 2025. – ***It was resolved that Cllr Buchanan be elected Chair.***

1.2 To elect a vice chair for the municipal year 2024 to 2025. – ***It was resolved that Cllr Noon be elected Vice Chair.***

2. 24/2: NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with Schedule 12 Paragraph 10(2) of the Local Government Act 1972. – ***Taken as read.***

3. 24/3: ADMISSION TO THE PUBLIC

To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1(2). – ***None.***

4. 24/4: APOLOGIES / REASONS FOR ABSENCE

4.1 To receive apologies of absence. – ***Cllr's King and White.***

4.2 To consider Councillors reasons for absence. – ***Noted.***

5. 24/5: DECLARATIONS OF INTEREST

To receive any declarations of interest on items on the agenda. ** - **None declared.**

**Councillors must state whether the interest being declared is a Disclosable Pecuniary Interest under Appendix A of the code of conduct or an interest under Appendix B of the code of conduct.

6. 24/6: STAFFING

6.1 To discuss the Probation period of the Clerk. – **It was recommended that as the Clerk has passed the ILCA qualification, the Clerks probationary period is complete.**

6.2 To discuss the second appraisal of the Clerk. – **It was agreed for this to take place 2.9.24 at 5.00pm.**

6.3 To discuss some formal HR training for the Clerk. – **The Clerk is going to explore some course options.**

6.4 To consider the review of the Advisor to the Council's contract. – **It was recommended that the Council extend the Advisors contract for a further 6 months and an appraisal item added to the next Personnel agenda**

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6.5 To consider the Advisor to the Council's duties and tasks for the term of the contract. – **It was recommended that The Advisor project manage 142, the Broadlands Rec, Ask Meltham/Town Plan and LCAS.**

6.6 To consider the purchase of suitable equipment, i.e. new laptop for the Advisor subject to the outcome of item 6.4. – **It was recommended that a budget be set of £600.00 + vat to facilitate this.**

7. 24/7: POLICIES

7.1 General discussion on HR policies, procedures and processes to get some direction in what areas require updating. – **The Clerk is to identify companies specialising in H.R. advice and the Advisor will work with the Clerk to get the necessary templates to follow.**

The meeting concluded at 5.50pm

M.A.Brook

Mark Brook

Town Clerk to the Council