

**MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE
HELD AT THE SESSIONS HOUSE, EASTGATE, LOUTH
ON TUESDAY 20TH FEBRUARY 2018**

Present Councillor Mrs. J. Makinson-Sanders (JMS) (in the chair)

Councillors: E. Ballard JP (EB), G.E. Horton (GEH), F.W.P. Treanor (FWPT), D.E. Wing (DEW)

Councillors not present: All present

The Town Clerk, Mrs. L.M. Phillips was also present.

511. Apologies for Absence

There were no apologies for absence.

512. Declarations of Interest / Dispensations

There were no declarations of interest.

513. Minutes

Following a proposal by Cllr. Mrs. JMS, seconded by Cllr. Mrs. EB it was **RESOLVED** by vote of the Committee that the notes of the last meeting held on 19th December 2018 be approved as the Minutes.

514. Staff Issues

The Chairman updated the committee on the recruitment process to date. Following a proposal by Cllr. Mrs. EB, seconded by Cllr. FWPT it was **RESOLVED** to approve the following:

- a. Job application pack for use, as previously prepared and advertising as for Town Clerk post
- b. Closing date for applications: 12 noon on 27th February 2018
- c. Interviews to be held on: Tuesday 13th March 2018
- d. Personnel Working Group to meet 7pm, 27th February 2018 to shortlist applicants and set interview questions

515. Heritage Open Days 2018

The committee considered participating in Heritage Open Days 2018 which this year will be spread over two weekends, Thursday 6th to Sunday 9th September and Thursday 13th to Sunday 16th September. Following a proposal by Cllr. Mrs. EB, seconded by Cllr. Mrs. JMS it was **RESOLVED** that the Clerk should approach possible volunteers to ascertain their availability and the hours that the Council might be able to open. Agreement should then be sought from the Town Council.

516. Lincolnshire Pension Fund – Annual Employer Meeting

The Committee considered nominating a representative to attend the above which was taking place on 27th February from 10am to 1pm in the Council Chamber at LCC. However, as no-one was available to attend it was agreed that no representative of Louth should be sent but the Clerk should request any paperwork, if possible.

517. National Citizen Service (NCS)

The Committee considered becoming involved with the NCS social action programme. However, it was acknowledged that a Councillor would need to lead the project. Therefore, following a proposal by Cllr. Mrs. JMS, seconded by Cllr. Mrs. EB it was **RESOLVED** that the information should be circulated to all Councillors and if any volunteers to lead the project were forthcoming the Council should become involved.

518. Next Meeting

The Committee noted that the date of the next scheduled meeting was 17th April 2018.

The Meeting Closed at 6.20pm

Signed _____ (Chairman) Dated _____