

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 14TH AUGUST 2018 AT 3.30PM**

Present Councillor D.E. Wing (DEW), (in the chair).

Councillors: Mrs. E. Ballard (EB), Mrs. S.E. Locking (SEL) and F.W.P. Treanor (FWPT)

Councillors not present: Mrs. J. Makinson-Sanders (JMS)

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

132. Apologies for Absence

Apologies for absence were received from Cllr. Mrs. JMS.

133. Declarations of Interest / Dispensations

There were no declarations of interest.

134. Minutes

Following a proposal by Cllr. FWPT seconded by Cllr. Mrs. EB it was **RESOLVED** by vote of the Committee that the notes of the last meeting held on 29th June 2018 be approved as the Minutes.

135. Closed Session Item

Following a proposal by Cllr. Mrs. SEL seconded by Cllr. Mrs. EB it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters:

- a. To resolve upon a recommendation to the Town Council regarding the appointment of Town Clerk's Assistant.
 - i) Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. Mrs. EB it was **RESOLVED** to recommend to Town Council that, following interviews for the position of Town Clerk's Assistant the Personnel Committee be given delegated authority to offer the position to their first choice candidate and if not accepted subsequently offer it to their second and/or third choices, if required (all subject to satisfactory references). Candidates should be requested to start on Monday 3rd September.

Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. Mrs. EB it was **RESOLVED** that the meeting should move back into open session.

136. Next Meeting

The Committee noted that the next scheduled Personnel Committee meeting would take place on 6th November 2018.

The Meeting Closed at 3.40pm.

Signed _____ (Chairman)

Dated _____