

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 10<sup>th</sup> SEPTEMBER 2019**

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

**Councillors:** Mrs. E. Ballard (EB), Mrs. S.E. Locking (SEL), Mrs. S Crew (SC) and D. Wing (DEW).

**Councillors not present:** None.

The Town Clerk, Mrs. L.M. Phillips, Councillor A. Leonard and Councillor Mrs. P.F. Watson were also present.

**160. Apologies for Absence**

There were no apologies for absence.

**161. Declarations of Interest / Dispensations**

None.

**162. Minutes**

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 21<sup>st</sup> May 2019 be approved as the Minutes.

Councillor P.F. Watson left the room.

**163. Office Contact**

The Committee noted that visits by Councillors to the office had increased and the Committee discussed the ramifications of this. It was agreed that contact with the office was essential but that there should be boundaries. It was **RESOLVED** that the Clerk should make Councillors aware of the situation by sending an email to:

- a. remind them that though their visit or even phone call might seem to save time, it could be one in a long line on the same day which ultimately results in hours of working time lost for the office as the tasks scheduled for that day are interrupted and action is reliant on our remembering what was said.
- b. request that for a trial period, of say 6 months, any queries be emailed in, to minimise disruption to the work day and help to create an audit trail.

**164. Appraisals**

It was **RESOLVED** that the Town Clerk should appraise her Assistant and the Cemetery Staff but that the forms to be used and the decision on who would appraise the Clerk should be brought back to a future meeting for discussion.

Councillor AL was informed that as a Councillor he might continue to sit in upon the meeting, if it went into closed session, but that he would be required to remain silent and maintain confidentiality.

**165. Closed Session Item**

It was **RESOLVED** to go into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential and sensitive nature in relation to personnel matters:

- a. **Staffing** – It was **RESOLVED** that the Town Clerk should research the possibility of promoting in house.

**166. Next Meeting**

The Committee noted that the date of the next scheduled Personnel Committee meeting was 10<sup>th</sup> December 2019.

The Meeting Closed at 8.00pm.

Signed \_\_\_\_\_ (Chairman)                      Dated \_\_\_\_\_