

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 6TH NOVEMBER 2018**

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

Councillors: Mrs. E. Ballard (EB), Mrs. J. Makinson-Sanders (JMS), Mrs. S.E. Locking (SEL) and F.W.P. Treanor (FWPT)

Councillors not present: None

The Town Clerk, Mrs. L.M. Phillips and The Town Clerk's Assistant, Mrs. M. Vincent were also present.

237. Apologies for Absence

No apologies for absence were received.

238. Declarations of Interest / Dispensations

There were no declarations of interest.

239. Minutes

Following a proposal by Cllr. Mrs. SEL seconded by Cllr. Mrs. EB it was **RESOLVED** by vote of the Committee that the notes of the last meeting held on 14th August 2018 be approved as the Minutes.

240. Change of Order of Business (Standing Orders)

Following a proposal by Cllr. DEW, seconded by Cllr. Mrs. JMS it was **RESOLVED** to change the order of business, and to bring the Closed Session item 5 forward on the agenda.

241. Closed Session Item

Following a proposal by Cllr. Mrs. JMS seconded by Cllr. Mrs. SEL 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:

- a. Following a discussion regarding quotations for the cost of HR advice and a proposal by Cllr. Mrs. EB, seconded by Cllr. Mrs. JMS, it was **RESOLVED** to increase the budget allowance for HR advice by £400 to a total of £1,800 and to review the quotation documents at the next Personnel Committee.
- b. Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. Mrs. JMS, it was **RESOLVED** that the Town Clerk's Assistant be given permission to carry out design work for a company (approx. 10 hours per month).

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

242. Budgets 2019/20

Following a proposal by Cllr. Mrs. EB, seconded by Cllr. Mrs. SEL it was **RESOLVED** to approve the 2019/20 budgets for the Personnel Committee with the increase in budget for HR advice (see minute 241 a. above).

243. Next Meeting

The Committee noted that the next scheduled Personnel Committee meeting would take place on 5th February 2019.

The Meeting Closed at 9pm.

Signed _____ (Chairman) Dated _____