

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
WAS HELD ON 18th FEBRUARY 2019

- 1. Present:** Councillors: R. Case (Chairman); A. Clench; J. Cox;
- 2. Apologies:** Councillor S. Parker
- 3. Report of Meeting:** The Minutes of the Committee Meeting held on 29th October 2018 was taken as read and signed as a true record.
- 4. Appraisals:** The full Appraisals will be held in April. Review for the Open Spaces Manager and the Clerk to be carried out shortly.
- 5. Discussion on an Apprentice:** There was a discussion on the possibility of having an Apprentice. It was agreed that more information was needed and the Personnel Committee should speak to someone from Lackham College. Cllr Cox will arrange a meeting.

Members of the public were excluded for the following confidential item in accordance with the Public Bodies (admission to meetings) Act 1960

6. Issues relating to staff

Issues relating to staff were discussed.

- a. **Clerk's terms of reference:** These were reviewed and agreed.

It was **recommended** that the Council employ a cleaner for the office for one hour a week.

- 7. Date of next meeting:** To be arranged

Chairman