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**MINUTES** of the **PERSONNEL COMMITTEE MEETING OF STANLEY TOWN COUNCIL**  
Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 7th March 2017 at 6.30pm

**PRESENT:** Cllr D Tully\*                      Cllr C Bell                      Cllr D Walker                      Cllr R Harrison  
                  Cllr J Nicholson                      Cllr W Nixon                      Cllr B Nair  
                  \*Chairman

**OFFICERS:** Alan Shaw (Town Clerk)  
                  Nicola James (PA to the Town Clerk)

**IN ATTENDANCE:** Cllr M Wilkinson

**316                      APOLOGIES FOR ABSENCE**

Apologies received from Cllr R Ferris and Cllr G Graham were accepted by the Committee.

**317                      DECLARATIONS OF INTEREST**

Cllr J Charlton declared a non-pecuniary interest as a member of Durham County Council.

**318                      PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK**

The Town Clerk noted that no one was recording this meeting.

**319                      PUBLIC PARTICIPATION**

No public were in attendance.

**320                      CONFIRMATION OF MINUTES**

Committee **RESOLVED** to approve the minutes of the Personnel Committee meeting held on 5th December 2016.

**321                      EXCLUSION OF PRESS AND PUBLIC**

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification for excluding the public and press from consideration of the following item:  
Discussion of staff performance which is confidential.*

**221 TOWN CLERK APPRAISAL**

Committee considered the objectives set in the previous year for the Town Clerk and made the following **RECOMMENDATIONS** to Council:

- (i) Conclude refurbishment of Civic Hall in line with Council's directions.
- (ii) Structure: Implement the structure agreed by Council in December 2016. Prepare further options for consideration by Council in light of new developments.
- (iii) Asset Transfer: Progress the refurbishment and preparation of the Council offices in conjunction with partners if the Council's bid to acquire the building is successful. This objective will require development of detailed plans for planning consents, identification of funding streams to acquire capital funding to complete works, project management of redevelopment, liaison with contractors etc
- (iv) Gallery/ Heritage Project: Develop the specification for the public element of the Town Hall Project.
- (v) Set up a charity as a vehicle to operate the Town Hall, put in place necessary governance

The Committee removed the previous objectives to obtain CiLCA and Quality Council status and downgraded them to desirable achievements rather than appraisal objectives.

**222 DATE, TIME AND VENUE OF NEXT MEETING**

TBC.