

**STANLEY TOWN COUNCIL
PERSONNEL COMMITTEE**

MINUTES

MEETING: TIME: 18.30; DATE: 07.07.2015; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT – CLLRS: R. Harrison (Chair); D. Mills; A. Clegg; M. Wilkinson; B. Nair; G. Graham; J. Nicholson; B.Nixon; J Charlton

APOLOGIES – CLLRS: D. Walker; C. Bell

ABSENT – CLLR L. Marshall

OFFICIALS: D. Shingleton (Acting Town Clerk) & C Howe (Civic Hall Manager)

OTHERS IN ATTENDANCE: None

Cllr Charlton referred to the Agenda still showing Cllr Ferris as a Member of the Committee and asked that this be amended in future to show Cllr Charlton as a Member. The Acting Town Clerk apologised for the oversight.

MINUTE	SUBJECT:	NOTE/S	ACTION/S
PC.13-15	Apologies	Apologies received from Cllrs D. Walker and C. Bell were accepted by the Committee.	
PC.14-15	Declarations of Interest	Cllr Charlton declared her interest as a Durham County Councillor.	
PC.15-15	Procedural and Appropriate Announcements from the Chair	The Chair reminded Members for follow proper protocol for debate - if anyone wished to speak they should raise their hands and should not interrupt when other Members are speaking. Cllr Harrison then raised the issue of the Committee having a list of staff with appropriate information, and that staff should be wearing name badges. He also referred to an email from Cllr Walker suggesting that Item 10.2 on the Agenda relating to the Civic Hall Manager be deferred until the new Town Clerk is in post. This was not agreed.	
PC.16-15	Public Participation	There were no public in attendance, and no written questions had been submitted before the meeting.	

PC.17-15	Minutes of the meeting held on 2 June 2015	It was RESOLVED that these be approved as a correct record.	
PC.18-15	Exclusion of Public and Press	It was RESOLVED that in accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.	
PC.19-15	Staff Handbook		
PC.20-15	Training Requirements		
PC.21-15	Coffee Shop		
PC.22-15	Civic Hall – Staffing Matters		
PC.23-15	Civic Hall Manager		
PC.24-15	Assistant Manager		
PC.25-15	Date, Time and Venue of Next Meeting	Following discussion on the frequency of meetings of the Committee it was RESOLVED that it meet monthly, and that the Planning Committee meet as required.	
		Minutes approved by: _____ (Chair); _____ (Date).	