

MINUTES OF A MEETING OF THE TOWN PERSONNEL COMMITTEE
HELD ON TUESDAY 02 MAY 2017 AT 10.00 am
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, SAFFRON ROAD,
BIGGLESWADE

PRESENT:

Cllr I Bond (Chairman)
Cllr F Foster
Cllr M North

Mr R McGregor – Town Clerk, BTC
Mr P Cooper - LCS Ltd, Advisor
Mr M Thorn – Deputy Town Clerk, BTC

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr M Foster, Cllr Mrs M Russell,
Cllr Mrs H Ramsay.

2. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

Disclosable Pecuniary interests in any agenda item – None declared.

Non-Pecuniary interests in any agenda item – None declared.

3. PUBLIC OPEN SESSION

A period of up to 15 minutes was permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda.

There were no questions from Members of the Public.

4. MINUTES OF MEETING

Members received and approved the Minutes of the Personnel Committee held on 15 December 2016.

5. MATTERS ARISING

Matters arising from the minutes of the Personnel Committee held 15 December 2016.

Cllr M North asked if Corey Albone had received any further training.
Mr McGregor said that appropriate training is ongoing.

6. **ITEMS FOR CONSIDERATION**

a. **Health and Safety Policy**

With the addition of a few minor amendments, It was **RESOLVED** to accept the Statement and Organisation sections of the revised Health and Safety Policy.

Members suggested that a notice of fire regulations and exits be placed on the top of the public speaking protocol issued at public meetings.

b. **Machine Operator**

Following the resignation of the Machine Operator, it was **RESOLVED** to advertise the position for a Machine Operator as soon as possible.

7. **ITEMS FOR INFORMATION**

There were no items for information.

8. **PUBLIC OPEN SESSION**

There were no questions from members of the public.

9. **EXEMPT ITEMS**

There were no exempt items

Meeting concluded 10.45am