



PREESALL TOWN COUNCIL

13 September 2019

Dear Councillor

You are hereby summoned to attend a meeting of Preesall Town Council's Personnel Committee on Thursday 19 September 2019 at **9.30am** at Preesall Youth and Community Centre, Lancaster Road, Preesall.

A handwritten signature in black ink, appearing to read 'A. May', is written over a light blue rectangular background.

Alison May
Clerk to the Council

A G E N D A

- 1 Apologies for absence**
- 2 Declaration of interests and dispensations**
- 3 Minutes of the last meeting**
Councillors are asked to approve as a correct record the minutes of the meetings held on 27 August 2019 and 2 September 2019 (**enclosed**).
- 4 Public participation**
The Chairman will ask councillors to agree to adjourn the meeting to allow non-councillors to speak and will ask councillors to agree to reconvene the meeting on the conclusion of public participation.
- 5 Exclusion of the press and public**
Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960, the council may resolve to exclude the press and public to discuss staffing matters in respect of the lengthsman.
- 6 Lengthsman's employment documentation**
At the 27 August meeting of the committee the clerk was tasked with providing a revised draft of the lengthsman's job description based on discussions at the meeting and to bring the lengthsman's contract up to date, both are (**enclosed**). Councillors are asked **to consider** the changes to date.

7 Investigations into leasing of vehicles

At the 27 August meeting of the committee it was agreed that further investigations would be made into the possibility of leasing a vehicle. Councillors have been copied into estimates provided by leasing companies and are asked **to consider** whether this is a viable option for which to request funding in the next financial year.

8 Lengthsman invited to attend at 10.15am

This part of the agenda is to obtain the lengthsman's input into the tools required, proposed changes to the job description and for councillors to explain why the council, as a responsible employer, needs to make these changes.

9 Date of next meeting