

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN COUNCIL HELD ON
THURSDAY 24TH MAY 2018 at 3PM**

PRESENT: Cllrs: F J Hawke (Chair); T de Galleani, B Harriss; S Thomson (Vice Chair).

IN ATTENDANCE: Town Clerk: C Pritchard-Williams

1. APOLOGIES FOR ABSENCE

Cllrs: P Allen; R Springett.

2. ELECTION OF VICE CHAIRMAN

Proposed: Cllr T de Galleani

Seconded: Cllr B Harriss

Resolved: That Cllr S Thomson be elected Vice Chairman of the Personnel Committee.

3. DECLARATIONS OF INTEREST

There were none

4. FREQUENCY OF MEETINGS

There was a discussion about the frequency of personnel meetings. The Clerk said that in our Committee Terms of Reference it states that meetings will be quarterly or as and when required. The Chairman said that we would have meetings in September and February and any others would be fitted in as and when needed.

5. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Thomson

Seconded: Cllr Harriss

Resolved: That in view of the confidential nature of business about to be transacted, it was in the public interest that the press and public be excluded and that they be instructed to withdraw.

6. ADDITIONAL HOURS FOR THE CARETAKER

The Clerk explained that due to the Market Supervisor leaving at the end of April and one of the Caretaker/Cleaners leaving mid-June, it would be prudent to increase the Caretaker/Handyman/Cleaner's hours from 15 up to 30, this would allow for the additional hours used to cover assisting down the Old Market on market days.

The Councillors discussed this and it was agreed to increase his hours to 25 hours a week but to review it in 3 months' time (August) and adjust accordingly dependent on hours worked.

Proposed: Cllr Thomson

Seconded: Cllr Harriss

Resolved: To increase the hours of the Caretaker/Cleaner to 25 hours a week but to review it in 3 months' time (August) and adjust accordingly dependent on hours worked.