



**EASTWOOD TOWN COUNCIL
120 Nottingham Road, Eastwood
NG16 3NP**

**MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD
WEDNESDAY 15TH FEBRUARY 2022 COMMENCING AT 1.30 P.M.
IN THE COUNCIL CHAMBER, NOTTINGHAM ROAD, EASTWOOD**

Present: Chairman Councillor D. Bagshaw
Councillors Mrs. K. Boam, R. Bullock, Cllr Woodhead
S. Trower (Town Clerk)

PC2022/07 Apologies received from Cllr Mrs. S. Bagshaw, Cllr M. Radulovic & Cllr Mrs. M. Seagrave.

PC2022/08 Declaration of Members Interests – None.

PC2022/09 Exclusion of the Press and Public

RESOLVED Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted.

PC2022/10 Minutes of Committee Meeting held 27th January 2022

Resolved that the Minutes approved and signed by the Chairman.

PC2022/11 Personnel Matters update

RESOLVED:-

That a notice to publicise vacancy for Financial & General Assistant to the Town Clerk for Eastwood Town Council approved with closing date 21st March 2022.

PC2022/12 Lone Working Policy

That the Chairman, on behalf of the Town Council, seek further information regarding security.

PC2022/13 Staff Handbook

RESOLVED:-

Refer to next meeting.

PC2022/14 Staff Contract of Employment

RESOLVED:-

Noted the document approved by Council at its meeting held 14th February 2022.

The next meeting to take place on Tuesday 22nd March 2022 commencing at 1.30 p.m.

The Chairman closed the meeting at 2.30 p.m.