

INGLEBY BARWICK TOWN COUNCIL
MINUTES OF THE PERSONNEL MEETING HELD AT
6.00PM ON MONDAY 14TH OCTOBER 2019
AT THE RINGS COMMUNITY HUB, INGLEBY BARWICK

Present: Councillors SA Watson (Chairman) M Patterson, J Rutland and R Turnbull.

In Attendance: J. McGeeney - Town Clerk.

1. **Apologies for Absence:** Councillor S Smith
2. **Declarations of Interest:** None.
3. **Report from Youth Committee:** Councillor Patterson indicated that there was nothing to report as the Youth Committee had not met since the last Personnel Committee meeting. The next meeting was scheduled to take place on Tuesday 29th October 2019.
4. **Youth Worker Recruitment - Update:** Further to the last meeting, Members were informed that recruitment packs had now been circulated to Stockton-On-Tees Borough Council for inclusion on the Councils 'Keeping You In Touch' Jobs Bulletin and amongst the Youth Service. Details had been placed on the Town Councils Website and Notice Board within the Rings Community Hub. Catalyst had also circulated details of the posts. It was suggested that an advert be placed on the Government Website, which Councillor Patterson had undertaken. It was **AGREED** that, in the event of too few applications being received for the posts, the deadline would be extended for a further 2 weeks until 15th November 2019.
5. **Volunteer Documentation:** It was noted that a poster, Job Description and Job Application was required for the Volunteer positions. Councillor Patterson offered to undertake this task and circulate to the Committee members for consideration.
6. **Staff Appraisal Review:** A Staff Appraisal document had been provided by Councillor Smith. Members looked at ways to make it more 'Town Council relevant'. The Clerk was to make some amendments to the document in readiness for the next meeting.

Meeting ended at 7.15pm.