

**Minutes of Ingleby Barwick Town Council Personnel Committee Meeting
Held at 12.30pm Tuesday 23rd October 2018
Town Council Office Barwick Lodge**

Prior to the commencement of the meeting, Councillors were advised by the Acting Clerk that the Clerk had submitted a further 'Fit Note' covering a period of 4 weeks, finishing on 20th November 2018.

The Acting Clerk then left the room.

- 1. Apologies for absence.**
Cllr Megan Emmerson

- 2. To consider writing to the Clerk's GP.**
Discussion took place of a confidential nature using the Absence Management Policy.

- 3. To consider the arrangement of a welfare meeting.**
Discussion took place of a confidential nature and arrangements were made to send a letter to the Clerk.

- 4. To consider the content of the welfare meeting.**
Discussion took place of a confidential nature.

Date of next meeting: TBA

The meeting finished at 2.20pm