

INGLEBY BARWICK TOWN COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE HELD AT
3.30PM ON FRIDAY 13TH NOVEMBER 2020 VIA ZOOM

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

In Attendance: J. McGeeney - Town Clerk.

1. **Apologies for Absence:** None
2. **Declarations of Interest:** None.
3. **Exclusion of the press and public during consideration of the following item(s) of business**
– Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
4. **Town Clerk – Changes to Job Description and Contract:** Details of the current role of the Town Clerk, incorporating the added duties of the management of the Rings Community Hub were discussed. The contracted hours of the Town Clerk were originally 20 per week, extending to 30 per week in January 2020. As the role had evolved with additional duties the Town Clerk was asked if she would be prepared to undertake the role on a full-time basis. It was indicated that she would prefer to undertake the role with 3 Office based days with the remainder of the hours based from home, as often queries were raised out of hours or on a weekend.

As details of Salary were being discussed the Town Clerk left the meeting and Councillor Rutland agreed to write the minutes.

Personnel Committee would present details of their recommendations to the Town Council for consideration.

Meeting ended at 5.10pm