

**INGLEBY BARWICK TOWN COUNCIL**  
**MINUTES OF THE PERSONNEL COMMITTEE HELD AT**  
**5.30PM ON MONDAY 9<sup>TH</sup> 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 a revised Job Description were presented incorporating the responsibilities of the Rings Community Hub. It was felt that as the Role of the Town Clerk had changed since appointment, consideration should be given to a revision of Salary. The Personnel Committee would consider this at its next meeting to be held on 13<sup>th</sup> November 2020 prior to making a recommendation to Town Council.

Meeting ended at 6.15pm