

PRESCOT TOWN COUNCIL

A meeting of the **HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **FRIDAY 16TH SEPTEMBER, 2016** in the **PRESCOT TOWN HALL, 1 WARRINGTON ROAD, PRESCOT**, commencing at **3.10 P.M.**

PRESENT

Councillors D. Rigby, J. Molloy, L. O’Keeffe, S. Pimblett and J. Chadwick

ALSO IN ATTENDANCE

D. Wilson (Town Clerk)
L. Sephton (Deputy Town Clerk)

1. ELECTION OF CHAIR OF COMMITTEE

It was **UNANIMOUSLY RESOLVED** to elect Cllr. D. Friar as Chair of the Human Resources Committee.

2. ELECTION OF VICE CHAIR OF COMMITTEE

It was **UNANIMOUSLY RESOLVED** to elect Cllr. D. Rigby as Vice Chair of the Human Resources Committee.

3. APOLOGIES

Apologies were received from Cllr. D. Friar.

4. DECLARATION OF INTEREST

There were no declarations of interest received.

5. MINUTES OF PREVIOUS COMMITTEE MEETINGS

It was **UNANIMOUSLY RESOLVED** that the minutes of the Human Resources Committee held on 11th May 2016 be agreed as correct records and signed by the Vice Chair.

6. APPOINTMENT OF ADMINISTRATION OFFICER

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations in the report being:-

- Approve the assimilation of the Administration Apprentice into the post of Administration Officer with a probation period of 6 months.

The meeting closed at 3.27 p.m.

Dated: 14th October 2016

Signed:.....

**(Cllr Dave Rigby – Vice Chair of
Human Resources Committee)**