

PRESCOT TOWN COUNCIL

A meeting of the **HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **FRIDAY, 16 OCTOBER, 2015** in the **PRESCOT TOWN HALL, 1 WARRINGTON ROAD, PRESCOT**, commencing at **2.00 P.M.**

PRESENT

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

ALSO IN ATTENDANCE

D. Wilson (Town Clerk)
L. Sephton (Deputy Town Clerk)
Cllr S. O’Keeffe

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 H. Baker.

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 20th March 2015 be agreed as correct records and signed by the Chair.

6. TOWN CLERKS ADDITIONAL HOURS

At this point Daniel Wilson left the meeting.

It was **RESOLVED** to agree bullet point 3 of section 2.1 of the report.

Daniel Wilson was asked to return to the meeting.

7. TOWN CLERKS ANNUAL APPRAISAL

It was **UNANIMOUSLY RESOLVED** to **NOTE** the Town Clerks appraisal outcome and individual priority actions for the coming year.

8. HEALTH AND SAFETY POLICY

It was **UNANIMOUSLY RESOLVED** to agree the Health and Safety Policy and to include additional information relating to near misses.

The meeting closed at 2.25 p.m.

Dated:

Signed:.....

(Clr Dave Friar – Chair of Human Resources Committee)