

**PRESCOT TOWN COUNCIL**

A MEETING of the **HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **WEDNESDAY, 20<sup>TH</sup> MARCH, 2013** in the **WEST STREET OFFICE COMPLEX, 9 WEST STREET, PRESCOT** commencing at **2.00 P.M.**

**PRESENT:** Councillors A Flanders (Chair) M Sommerfield

**ALSO IN ATTENDANCE** D. Wilson (Town Clerk)

**6. TO RECEIVE APOLOGIES**

It was noted that Cllr R Arnall and Cllr L O’Keeffe had sent apologies.

**7. MINUTES OF PREVIOUS MEETING**

This item was deferred as Cllr Flanders was the only member who had been in attendance at the previous meeting.

**8. ASSISTANT TO THE TOWN CLERK – PERFORMANCE REVIEW AND DEVELOPMENT PLAN**

It was **UNANIMOUSLY RESOLVED** that the performance review and development plan for the Assistant to the Town Clerk be **APPROVED.**

**9. TOWN CLERK – ADDITIONAL TRAINING REQUIREMENTS**

It was **UNANIMOUSLY RESOLVED** that the recommendations in the Town Clerks report be **APPROVED.**

**10. TOWN CLERK – ANNUAL LEAVE**

It was **UNANIMOUSLY RESOLVED** that the Town Council should pay the Town Clerk for 19 days leave (this figure to include accumulated lieu time).

**The meeting closed at 2.47 p.m.**

**Dated:**.....

**Signed:** .....

**Councillor A Flanders  
Chair of Committee**