

**PRESCOT TOWN COUNCIL**

A MEETING of the **HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **WEDNESDAY, 30<sup>TH</sup> JANUARY, 2013** in the **WEST STREET OFFICE COMPLEX, 9 WEST STREET, PRESCOT** commencing at **2.00 P.M.**

**PRESENT:** Councillors A Flanders (Chair) R. Arnall, L. O’Keeffe

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

**APOLOGIES:** There were no apologies for absence.

**1. TO APPOINT A CHAIRMAN FOR THE YEAR 2012/13**

Cllr Arnall nominated Cllr Flanders as this was seconded by Cllr O’Keeffe.

**2. TO APPOINT A VICE-CHAIRMAN FOR THE YEAR 2012/13**

Cllr Flanders nominated Cllr O’Keeffe as this was seconded by Cllr Arnall.

**3. TO RECEIVE APOLOGIES**

No apologies were received

**4. DECLARATIONS OF INTEREST**

No declarations of interest were made

**5. ASSISTANT TO THE TOWN CLERK – JOB DESCRIPTION AND PERSON SPECIFICATION**

It was **UNANIMOUSLY RESOLVED** that the new job description and person specification for the role of Assistant to the Town Clerk be **APPROVED**. It was also noted that a personal review and development appraisal should be implemented for the Assistant to the Town Clerk.

**The meeting closed at 3.15 p.m.**

**Dated:**.....

**Signed:** .....

**Councillor A Flanders  
Chair of Committee**