

<p style="text-align: center;">ALBRIGHTON PARISH COUNCIL MINUTES OF MEETING Personnel Committee 12th May 2016 at 9.30 pm</p>
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Minutes of the Albrighton Parish Council Personnel Committee meeting held on 12th May 2016 at 9.30 pm in the council meeting room.

PRESENT: Cllrs. S Pledger (Chairman), P Harrison, C Hassall, P Illes.

In attendance: M Ward, Clerk to Albrighton Parish Council.

1. Apologies

Cllr. P Griffin (work commitments).

2. Minutes of the previous meeting:

- **Minutes of the meeting held on 14th January 2016**

Cllr. Harrison proposed that the minutes of the 14th January 2016 were a true and accurate record which was seconded by Cllr. Illes and agreed by the committee.

3. Matters arising.

There were no matters arising.

4. To consider a draft contract for the Admin Assistant.

Cllr. Pledger proposed that agenda items 4, 5 and 6 should be discussed in confidential session which was seconded by Cllr. Hassall and agreed by the committee.

5. To review the job description for the Admin Assistant and revise where necessary.

In confidential session.

6. To consider the longer term future of the Admin Assistant and a possible recommendation to full council.

In confidential session.

7. Any other business

Members discussed some outstanding issues relating to the Albrighton Flyer which concerned the wearing of high visibility jackets, the parking of the vehicle and use of the

bookings diary. A Transport Committee had been arranged to discuss this and other matters on 8th June to discuss these and other matters relating to the Flyer operation.

All members of the Personnel Committee stated that they would like to remain on the committee following the annual meeting of the parish council

8. Date and time of future meeting.

The next meeting of the Personnel Committee was scheduled for 22nd June 2016 at 3.00 pm in the council meeting room.

Signed.....Date.....
Chairman