

WIGTON TOWN COUNCIL

**A MEETING OF THE POLICY AND COMMUNITY DEVELOPMENT
COMMITTEE WAS HELD ON**

MONDAY 23rd AUGUST 2021 AT 6.30PM

PRESENT

Cllrs Ferriby, Clark, Williams, Lynch, Robbins and Scott

PD/13/2021 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE

None

**PD/14/2021 RECEIVE AND AGREE THE MINUTES OF THE MEETING OF THE
COMMITTEE HELD ON 14TH JUNE 2021**

APPROVED and signed as a true record

PD/15/2021 DECLARATIONS OF INTERESTS AND DISPENSATIONS

None

PD/16/2021 REVIEW HEALTH AND SAFETY POLICY

The Clerk advised that there had been some recent amendments to the Health and Safety Policy which required ratifying –**RESOLVED** - to adopt the latest version of the Policy.

The Clerk explained that the Council are also required to undertake a tree maintenance schedule. A draft policy statement was submitted to councillors, and it was **AGREED** to bring it back to a later meeting pending the result of whether a grounds staff member can undertake the necessary training.

A discussion followed concerning Health and Safety matters and it was requested that a standing agenda item be added to the Full Council Agenda for the reporting of Health and Safety matters. Cllr Scott and the Clerk are to undertake a housekeeping check of the Depot in September

PD/17/2021 STAFF VACANCY

Councillors received the draft job description and job profile of the Assistant Clerk who is retiring at the end of October. A discussion took place regarding pay scale and working hours, which were agreed would be negotiable. A couple of minor amendments were made and the Clerk was instructed to release the advertisement.

Cllr Ferriby expressed his thanks to the Assistant Clerk.

Date of next meeting – TBC

Meeting Closed at 19.40pm