

WIGTON TOWN COUNCIL

A MEETING OF THE POLICY, DEVELOPMENT & STAFFING COMMITTEE

WAS HELD ON MONDAY 20TH JUNE 2022 AT 6.00PM

PRESENT

Cllrs Ferriby, Scott, Hamblin, Stapley and Robson

PDS/1/2022 ELECT A CHAIR

Cllr Scott was duly elected as Chair of the Policy, Development and staffing Committee

PDS/2/2022 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE

None

PDS/3/2022 DECLARATIONS OF INTERESTS AND DISPENSATIONS

None

PDS/4/2022 STAFF MATTERS

4/2022/1 To discuss the vacancy for Town Clerk/RFO and discuss job description, hours of work etc.

It was **AGREED** that the position should be full time (37 hours per week)

Clerk to draft a new job description and application pack for members as soon as possible.

4/2022/2

Removed for confidentiality and privacy reasons

PDS/5/2022 POLICIES

To review and adopt the following policies

Safe guarding - **ADOPTED**

Petitions - **ADOPTED**

Co-Option – **ADOPTED**

Dignity at Work – **RESOLVED** to revise the policy before the next meeting

Data Protection – **RESOLVED** to revise the policy before the next meeting

PDS/6/2022 DATE OF NEXT MEETING

Date of next meeting – 22nd September 2022 at 6.00pm

Meeting Closed at 7.40 pm