

Welton Parish Council

Personnel Committee

Minutes of meeting held 6th January 2020 at 7.00pm

Present were Councillors Peck (in the Chair), Boyle, and Fairweather.
Also in attendance was the Clerk.

89. **Apologies**
None

90. **Declarations of interest**
None

91. **To approve the minutes of the meeting held 1st October 2019**

Resolved – that the minutes of the meeting held on 1st October 2019 are a true record.

The resolution was proposed by Cllr Boyle and seconded by Cllr Peck.

92. **Clerk's Induction**

A new laptop and software are yet to be purchased.

Paper files dating back to 2000 are to be checked against retention periods and archived.

Finance procedures and spreadsheets were discussed.

Office hours were confirmed as Monday pm, Tuesday pm and Wednesday pm, information is to be published on the Parish website.

An appraisal was set for April on a date to be confirmed.

93. **Date of next meeting**
To be confirmed.