

CONFIDENTIAL

# Haverhill Town Council

Minutes of Haverhill Town Council's

## PERSONNEL COMMITTEE

Held on Thursday 19<sup>th</sup> January 2018 at 6:00pm at Haverhill Arts Centre, Haverhill



HAVERHILL  
TOWN COUNCIL

**Present:** Councillor M Byrne (Chairman)  
Councillor A Bramwell  
Mayor D Roach

**Apologies:** Councillor B McLatchy  
Councillor C Turner

**In Attendance:** Councillor P Fox  
Colin Poole (Town Clerk)

No members of the public were present.

### Welcome:

Councillor Byrne welcomed everyone to the meeting.

- P18 /001** Apologies for Absence  
The above apologies were noted.
- P18 /002** Declaration of Interests and requests for Dispensations  
None
- P18 /003** Minutes of the last meeting  
The minutes of the meeting held on 11<sup>th</sup> December 2017 were approved as an accurate record.
- P18 /004** Exclusion of Press and Public  
It was proposed by Councillor D Roach, seconded by Councillor A Bramwell, that under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the media be excluded due to the confidential business to be transacted – HR Matters.  
**RESOLVED**
- P18 /005** Staffing Matters  
[REDACTED]

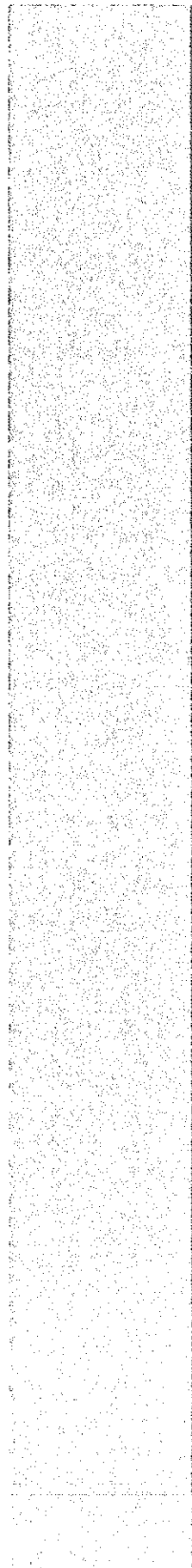
Action

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**CONFIDENTIAL**

**P18/ Any other Urgent Staff Matters**

**006**

**a) Training**

The Committee asked for a report on staff training undertaken in the last 12 months to be given at the next meeting.

**b) Rake**

The Clerk advised that the seating rake in the auditorium had broken. A specific risk assessment had been drawn up and staff instructed not to attempt to move the rake without at least three additional members of staff present to assist the rake in extending/retracting correctly as it was very heavy.

**c) Workfit.**

The Clerk advised that he had endeavoured to obtain vaccinations for the Parish Handyman but due to market conditions the vaccinations were not available in the UK except for needle-stick injuries. He had discussed the matter with Workfit, the health consultants to the Borough, who had advised him of this issue.

Whilst reviewing the services that Workfit offered, the Clerk noted that they offer hearing assessments. The Committee agreed that staff should be assessed for hearing problems given they are exposed to very loud noise at music events and when setting up the auditorium. It was agreed the Clerk should expedite this as a matter of urgency.

**RESOLVED**

**CLERK**

**P18**

**Closure**

**/007**

The meeting closed at 19:03pm

Signed .....  
**Chairman**

Date.....