



**Lydney Town Council**  
**Minutes of the Extraordinary Meeting**  
**of the Personnel Committee**  
**Monday 9<sup>th</sup> June 2025 at 5.00pm**  
**The Council Chambers, Claremont House**

**Present**

Cllr R Holmes (Chair)  
 Cllr C Harris  
 Cllr S Holmes  
 Cllr T Saunders  
 Cllr E Taylor

**Also In attendance:**

Michael Greenfield (Clerk)  
 Louise Bendall (Assistant Clerk & Minute Taker)

There were no members of the public present

Cllr R Holmes welcomed all present and gave the usual housekeeping and general duty announcements.

1	<p><b><u>APOLOGIES</u></b>          No apologies were received as all councillors were present.</p>
2	<p><b><u>DECLARATION OF INTERESTS</u></b>          To receive any Declarations of Interest from Members in respect of matters contained in this agenda, in accordance with the Council's Code of Conduct in respect of Members.          There were none declared.</p>
3.	<p><b><u>POLICIES</u></b>          To consider and approve the following policies and documentation:              (i) Equal Opportunities Policy              (ii) Flexible Working Policy              (iii) Paternity Leave Policy              (iv) Safeguarding Policy          It was proposed and seconded that policies 3(i) to 3(iv) to be approved en-bloc.  <b>Resolved: Unanimously Approved</b></p>

4	<p><b><u>MOTION TO EXCLUDE THE PUBLIC AND PRESS</u></b></p> <p>The Chair proposed to continue in 'Closed Session' under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be discussed is considered to be of a confidential nature.</p> <p><b>RESOLVED:</b> To continue in 'Closed Session' under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be discussed is considered to be of a confidential nature.</p> <p><b>Unanimously approved</b></p>
	<b><u>CLOSED SESSION</u></b>
5	<p><b><u>APPROVAL OF MINUTES</u></b></p> <p>To approve as a correct record the Minutes of the Extraordinary meeting of the Committee held on Monday 20<sup>th</sup> January 2025.</p> <p>It was proposed and seconded that the Minutes of the Extraordinary meeting of the Committee held on Monday 20<sup>th</sup> January 2025 be accepted as a correct record.</p> <p><b>Resolved: Majority Approved</b></p>
6	<b><u>STAFFING MATTERS</u></b>
6.1	<p>To consider and decide on confirming a permanent appointment to a member of staff, subject to course and exam completion.</p> <p>It was confirmed that the staff member had successfully completed and passed the course and exam and it was therefore proposed and seconded to offer a permanent appointment.</p> <p><b>Resolved: Unanimously Approved</b></p>
6.2	<p>To consider and decide on staff training and development plans</p> <p>The committee reviewed the training identified by clerk and staff.</p> <p>It was proposed and seconded that identified training be approved subject to a Training Contract being in place where appropriate.</p> <p><b>Resolved: Unanimously Approved</b></p> <p>It was proposed and seconded for a member of staff be awarded an incremental pay rise following successful completion of training.</p> <p><b>Resolved: Unanimously Approved</b></p>
6.3	<p>To note general staffing developments</p> <p>Noted</p>
	<b>DATE OF NEXT MEETING - TO BE DECIDED</b>

The meeting ended at 6.06pm

Signed: 

Date: 27/8/2025