PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE held on Monday 29th June 2020 via Zoom at 7 pm

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PRESENT: Cllr D. Boyle, in the Chair
Cllr S. Barrett, M. Flashman, R. Moon, C Williams

IN ATTENDANCE: Mrs N Reay, Clerk
Cllr R Atkins

PER1 **DECLARATIONS OF INTEREST**
There were no declarations of interest.

PER2 **MINUTES OF THE PREVIOUS MEETING**
The minutes of the meeting held on 14th May 2020 were APPROVED.

PER3 **STAFF RETURN TO WORK**
Members considered the re-opening of the Town Council offices for staff to return to work full time.

The following points were made:
Risk assessment to be carried out
Regular cleaning of surfaces, kitchen & toilets
Visitors by appointment only
Only two members of the office staff to be in at any one time

Cllr Boyle proposed, Cllr Williams seconded:
That the offices could be re-opened for staff to return to their regular hours.
CARRIED unanimously

PER4 **ESTATES STAFF**
The Estates staff had been back working full time since the 18th May.
The working guidelines were reviewed, and the following amendment made:
To remove the reference to the 2 m distancing and replace with instructions to following government guidance on social distancing.

PER5 **DATE OF NEXT MEETING**
The next meeting would take place in September 2020.

The meeting closed at 7.30 pm

CHAIRMAN