



6.	<b>To receive a report on the Staff Training Plan and agree action</b> Training Plan noted. It was agreed that the Clerk should arrange First Aid training for John Ystenes and one other member of office staff. It was further agreed that the Clerk should undertake a Management Skills training course, to be agreed checked with Cllr Winter for suitability.	Arrange further training as agreed	5 mins  Clerk
7.	<b>To consider Personal Protective Equipment required for staff members and agree action</b> <b>Resolved</b> to purchase hard hats, goggles, gloves for the facilities team and to give an allowance of £25 per person towards the cost of safety footwear.	Purchase PPE items	Clerk / Facilities
8.	<b>Closure of meeting to members of the public and press on the grounds that the following items to be discussed are of a confidential nature as they relate to staff members</b> <b>Resolved</b> to close the meeting to members of the public and press whilst staffing matters of a confidential nature were discussed.		
9	<b>To discuss staff requests, staffing levels, staff performance and expectations and any grievances raised by the Clerk or Councillors and agree action</b> Matters agreed and of a confidential nature will be noted and held on the Personnel File by the Clerk. Discussions took place regarding building a stock of tools for use by the facilities team, as they currently use their own personal tools. <b>Resolved</b> that under delegated powers the Clerk should purchase the items identified. It was agreed that if any personal tools are broken or damaged whilst being used in undertaking Council work then the Council will replace them. It was agreed to review the stock of tools on a six-monthly basis and to build stock levels over time.		
10.	<b>Re-opening of Meeting following closed session</b> <b>Resolved</b> to re-open the meeting to members of the public and press.		
11.	<b>Items for Future Agendas</b> Review of Disciplinary & Grievance Procedure Review of Stock of Tools		
12.	<b>Date of Next Meeting</b> 24 <sup>th</sup> September 2019		
	<b>There being no further business the meeting closed at 20:55</b>		

Signed .....

Dated .....