



TONY ALLEN
ACTING TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Townmanager@peacehaventowncouncil.gov.uk

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

PEACEHAVEN TOWN COUNCIL

Members on this Committee:

Cllr. Claude Cheta (Chair of Council) Cllr. Job Harris (Deputy Chair of Council)
Cllr. David Seabrook (Chair of Committee) Cllr. Chris Collier
Cllr. Catherine Gallagher, Cllr. Isobel Sharkey, Cllr. Alan Milliner

26th June 2019

Members of Peacehaven Town Council's Personnel Committee are summoned to a meeting of the Committee to be held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Thursday 4th July 2019 at 7.30 p.m.

Tony Allen
Acting Town Clerk

AGENDA

1 E020 PUBLIC QUESTION TIME

There will be a 15 minute period when members of the public may ask questions (which have been submitted in writing and received by 12 noon on the day of the meeting) on any matters that affect the Town.

2 E021 CHAIRMAN'S ANNOUNCEMENTS

3 E022 TO CONSIDER APOLOGIES FOR ABSENCE

4 E023 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

5 E024 HR TRAINING

6 E025 LONE WORKING RISK ASSESSMENT & POLICY

NOTE: *In accordance with Standing Order No. 11 and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the this meeting.*

7 E026 RESIGNATION OF CURRENT TOWN MANAGER AND ASSOCIATED MATTERS

8 E027 RECRUITMENT OF A TOWN CLERK & FINANCIAL ADMINISTRATOR

9 E028 REVIEW OF CARETAKERS ROTA & STAFFING STRUCTURE

10 E029 GROUNDS TEAM STAFFING REQUIREMENTS

11 E030 UPDATE ON CURRENT STAFFING/EMPLOYMENT ISSUES & WORK IN PROGRESS

12 E031 DATE OF THE NEXT MEETING – TO BE AGREED