



# PEACEHAVEN TOWN COUNCIL

Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townmanager@peacehaventowncouncil.gov.uk](mailto:Townmanager@peacehaventowncouncil.gov.uk)

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

## Minutes of the meeting of the PERSONNEL COMMITTEE held in the Anzac Room, Community House, Meridian Centre at 6.30pm on Tuesday 22<sup>nd</sup> October 2019

**Present** – Cllr. David Seabrook (Chairman), Cllr. Job Harris, Cllr. Chris Collier, Cllr. Isobel Sharkey, Cllr. Alan Milliner, Cllr. Lucy Symonds, Cllr. W. Veck, Civic & Marketing Officer Deborah Donovan

### **1 E060 PUBLIC QUESTION TIME**

No members of the public were present

### **2 E061 CHAIRMANS ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting and read out the housekeeping notices. He mentioned that on Saturday 26<sup>th</sup> October a Wrestling event would take place at Community House in aid of the Mayor's charities

### **3 E062 TO CONSIDER APOLOGIES FOR ABSENCE**

Cllr. Cathy Gallagher – Other Commitments

Cllr. Claude Cheta – Mayoral Duties

Tony Allen, Town Manager - illness

### **4 E063 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interest

### **5 E064 TO ADOPT THE MINUTES OF 14<sup>th</sup> OCTOBER 2019**

It was resolved to adopt these minutes as a true record of the meeting

Proposed: Cllr. Chris Collier  
Seconded: Cllr Isobel Sharkey  
All in favour

## 6 E065 TO AGREE BUDGETARY REQUIREMENTS FOR THE 2020/21 FINANCIAL YEAR

### Comments

- Why has the National Insurance & Superannuation figure gone down, verification is required
- Can Support Services be re-named Consultant Services?

Proposed: Cllr. Lucy Symonds

Seconded: Cllr Chris Collier

All in Favour

### CLLR JOB HARRIS JOINED THE MEETING AT 7.10PM

## 7 E066 DISCIPLINARY PROCEDURE – REPORT AND ACTIONS REQUIRED IN RELATION TO AN INCIDENT THAT OCCURRED ON FRIDAY 11<sup>TH</sup> OCTOBER 2019

Members AGREED to defer until after 11<sup>th</sup> November

## 8 E067 DISCIPLINARY PROCEDURE – FURTHER ACTIONS REQUIRED IN RELATION TO AN INCIDENT THAT OCCURRED ON FRIDAY 30<sup>TH</sup> AUGUST 2019

A disciplinary meeting was **AGREED** and will go ahead on 11<sup>th</sup> November, three Councillors were appointed to form the panel

A letter would be sent to the member of staff concerned

Although not an agenda item a proposed **ACTION PLAN** produced by the Town Clerk was touched upon and Members **AGREED** to discuss this document in greater detail at the next personnel meeting.

However, ALL MEMBERS **AGREED** to implement item 1 on the action plan

Members decided that if a further disciplinary was brought to the committee then two different Councillors had agreed to form a panel

## 9 E068 DATE OF NEXT MEETING – Tuesday 5<sup>th</sup> November at 6pm

*The meeting closed at 7.25pm*