



PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Personnel Committee held in the ANZAC ROOM, Community House, Meridian Centre at 6.00pm on Tuesday 18th February 2020

Present – Cllr. David Seabrook (Chairman), Cllr C Cheta, Cllr. Cathy Gallagher, Cllr. Isobel Sharkey, Cllr. Alan Milliner, Cllr. Lucy Symonds, Cllr Lynda Duhigg, Cllr Gloria Hill.

Town Clerk Tony Allen. Civic & Marketing Officer, Deborah Donovan.

1 E087 PUBLIC QUESTION TIME

No members of the public were present.

2 E088 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read out the safety and housekeeping announcements.

3 E089 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr J Harris, Cllr W Veck and Cllr. Chris Collier.

4 E090 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests made.

5 E091 TO ADOPT THE MINUTES OF 19th NOVEMBER 2019 MEETING

It was resolved to adopt the public and confidential minutes as a true record.

NOTE: In accordance with Standing Order No. 3(d) 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 were excluded from the discussion of the following items.

6 E092 RECRUITMENT OF A REPLACEMENT GROUNDS PERSON

Cllr Seabrook reported that there had been a good response to the job advertisement and that four candidates had been selected for interview; interviews to be conducted on the 28th February 2020.

7 E093 RECRUITMENT OF A SENIOR PROJECTS OFFICER

Cllr Seabrook stated that the next task is to finalise and publish the job advertisement. It was resolved that Cllr Seabrook, Cllr Duhigg and the Clerk should proceed with this.

8 E094 ANNUAL REVIEW OF STAFFING STRUCTURE & STAFF SALARIES/INCREMENTS

Cllr Seabrook introduced this item and highlighted the proposed changes to the current structure. The proposals were discussed in detail, including consideration of budget provision, training requirements, training costs and the requirement for some new job descriptions. It was resolved to recommend the new structure to Council at its next meeting.

9 E095 FINANCE ADMINISTRATOR – INTERIM PROBATION REVIEW

The probation review report was noted.

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10 E096 CHAIRMAN'S & CLERK'S BRIEFING ON ONGOING PERSONNEL MATTERS & ACTIONS REQUIRED

Cllr Seabrook walked the meeting through the Action Plan. A number of points were covered in discussion, with actions agreed where necessary.

11 E097 DATE OF THE NEXT MEETING

To be arranged after the March 2020 meeting of Council.

There being no further business, the meeting closed at 19:00.