**DRAFT Minutes of the meeting of the Peacehaven Town Council Personnel Committee held on-line (Zoom) at 6.00pm on Thursday 19th November 2020**

**Present** – Cllr. David Seabrook (Chairman), Cllr Job Harris, Cllr Alan Milliner, Cllr W Veck, Cllr. Isobel Sharkey, Town Clerk Tony Allen, Civic & Marketing Officer, Deborah Donovan.

1. **E136 CHAIRMAN’S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

1. **E137 TO CONSIDER APOLOGIES FOR ABSENCE**

It was resolved to accept apologies from Cllr Chris Collier, Cllr. Lucy Symonds and Cllr Gloria Hill.

1. **E138 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interests.

1. **E139 TO ADOPT THE PUBLIC MINUTES OF 1st SEPTEMBER 2020 MEETING**

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

***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.***

1. **E140 TO ADOPT THE CONFIDENTIAL MINUTES OF 1st SEPTEMBER 2020 MEETING**

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

1. **E141 STAFF DEPLOYMENT & VACANCIES**
	1. **GROUNDS TEAM**
		1. **GROUNDS PERSON VACANCY – RECRUITMENT UPDATE**

The Chairman reported that this vacancy had now been filled and that the appointee would be starting in December 2020.

* + 1. **RATIFICATION OF THE APPOINTMENT OF A GROUNDS TEAM TRAINEE**
	1. **CARETAKERS TEAM**
		1. **IMPACT OF COVID-19 SECOND LOCKDOWN ON STAFFING FOR**

**COMMUNITY HOUSE & EXTERNAL FACILITIES/BUILDINGS**

The Clerk and Mrs Donovan reported on the provisions for Lockdown 2.

It was noticed that only a skeleton staff was at Community House, with other Officers working from home and only visiting when necessary, under controlled access.

Provisional post lockdown arrangements were also discussed.

Mrs Donovan reported that the Grounds Team were working normally and that the cleaning of the external buildings was ongoing.

* 1. **OFFICE STAFF**
		1. **REMOTE WORKING UPDATE**
		2. **CLOSING THE PTC OFFICE**

See Item 6.2.1 above.

* + 1. **PROVISION OF EQUIPMENT UPDATE**

The Clerk reported that all new laptops had been provided. It was noted that the HSE/DSE home working survey had been completed and that the Policy & Finance Committee had approved the purchase of additional items required.

1. **E142 ONGOING STAFFING MATTERS & ACTION PLAN**

The Clerk highlighted items from the circulated Action Plan. No updates or additions were noted.

Appointments, ongoing cases, issues and training opportunities were discussed.

1. **E143 TO DISCUSS & AGREE BUDGET REQUIREMENTS FOR 2021/22**

The Chairman reported on his discussions with the Clerk to determine remaining expenditure for 2020/21 and to estimate requirements for the draft 2021/22 budget.

Training budget and requirements were discussed.

Training requirements for meeting chairmanship, mental illness awareness and social media awareness were noted.

It was resolved to review the Council’s Press & Social Media Policy.

1. **E144 DATE OF THE NEXT MEETING**

Wednesday 13th January 2021 at 7.30pm.

*There being no further business, the meeting closed at 18:51.*