**Members on this Committee:**

**Cllr. Isobel Sharkey (Chair of Council) Cllr. Gloria Hill (Deputy Chair)**

**Cllr. David Seabrook (Chair of Committee) Cllr. Chris Collier, Cllr. Wendy Veck, Cllr. Catherine Gallagher, Cllr. Job Harris, Cllr. Alan Milliner, Cllr Lucy Symonds, Cllr Katie Sanderson**

**12th January 2022**

**Members of Peacehaven Town Council’s Personnel Committee are summoned to a meeting of the Committee to be held in Community House on THURSDAY 20th January 2022 at 7.30 p.m.**

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**Tony Allen**

**Town Clerk**

**A G E N D A**

**E214 CHAIRMAN’S ANNOUNCEMENTS**

**E215 TO CONSIDER APOLOGIES FOR ABSENCE**

**E216 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

**E217 TO ADOPT THE PUBLIC MINUTES OF 16th December 2021 MEETING**

***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 are excluded from the discussion of the following items.***

**E218 TO ADOPT THE CONFIDENTIAL MINUTES OF 16th December 2021 MEETING**

**E219 TO REVIEW THE COMMITTEE’S ACTION PLAN**

**E220 TO REVIEW STAFFING MATTERS**

1. **Caretakers Recruitment update.**
2. **Communications & Marketing Officer recruitment update.**
3. **Senior Projects Officer recruitment update.**
4. **To report the retirement of the Civic & Marketing Officer.**
5. **To review and agree a revised staffing structure.**

**E221 TO REVIEW COMMITTEE’S BUDGETARY POSITION**

**E222 TO REVIEW STAFF & COUNCILLORS TRAINING REQUIREMENTS**

**E223 DATE OF THE NEXT MEETING – TO BE AGREED**