**Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 20th January 2022 in Community House, Peacehaven**

## **Present** – Cllr. D Seabrook (Chairman), Cllr G Hill, Cllr C Gallagher, Cllr L Symonds, Cllr S Griffiths,

## Cllr W Veck, Cllr K Sanderson, Cllr R White and Cllr L Duhigg.

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

**E214 CHAIRMAN’S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting and covered the housekeeping arrangements.

**E215 TO CONSIDER APOLOGIES FOR ABSENCE**

It was resolved to accept apologies from Cllr I Sharkey, Cllr C Collier, Cllr J Harris and Cllr A Milliner.

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

There were no declarations of interests.

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

It was resolved to adopt these 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.***

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

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

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

The Action Plan was discussed and progress noted, with further actions agreed.

**E220 TO REVIEW STAFFING MATTERS**

1. **Caretakers Recruitment update.**

The Clerk and the Civic & Marketing Officer reported on recent developments.

1. **Communications & Marketing Officer recruitment update.**

The Clerk and the Civic & Marketing Officer reported on recent developments.

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1. **Senior Projects Officer recruitment update.**

The Clerk reported on recent developments.

1. **To report the retirement of the Civic & Marketing Officer.**

It was noted that Mrs Donovan will be retiring on the 31st March 2022.

Mrs Donovan was thanked by all present for her sterling work for the Council and community after almost 20 years in the job.

1. **To review and agree a revised staffing structure.**

The Clerk’s paper was received and discussed at length.

The current staffing structure and job roles were discussed.

The Clerk introduced the proposed staffing structure and job roles w.e.f. from 1st April 2022, which were discussed at length.

Temporary and full-time measures were agreed.

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

The Chairman noted that the Committee’s budgetary position was on-track.

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

The Clerk reported that he was finalising the meeting/chairmanship training with ESALC.

Arrangements for the autism training were discussed.

It was noted that fire warden and first aid training had been given to staff and that a team building event had been held very recently.

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

Thursday 3rd February 2022 at 7.30pm

*There being no further business, the meeting closed at 21:10.*