**Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 7th July 2022 in Community House, Peacehaven**

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

Town Clerk, Tony Allen. Sue Moscatelli, Events, Amenities & Projects Officer.

**E242 CHAIRMAN’S ANNOUNCEMENTS**

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

**E243 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllr K Sanderson, Cllr Symonds & Cllr Veck. It was resolved that Cllr Griffiths will substitute for Cllr Symonds and Cllr Hill will substitute for Cllr Veck.

**E244 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interests.

**E245 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE**

It was resolved that Cllr Sanderson will be the Committee’s Vice-Chairman.

**E246 TO ADOPT THE PUBLIC MINUTES OF 31st March 2022 MEETING**

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

**E247 TO SELECT MEMBERS TO SERVE ON THE STAFFING & STRUCTURE REVIEW TASK & FINISH GROUP**

It was resolved that Cllr Seabrook and Cllr Sanderson would form this TFG.

It was agreed to wait a few months before the next meeting of the TFG, to allow the new members of staff to settle in.

**E248 TO REVIEW THE COMMITTEE’S TERMS OF REFERENCE**

*[To be taken at the Committee’s next 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.***

**E249 TO ADOPT THE CONFIDENTIAL MINUTES OF 31st March 2022 MEETING**

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

**E250 TO REVIEW THE COMMITTEE’S ACTION PLAN**

The Clerk reported that all staff appraisements had been completed.

The other items on the Action Plan were on the meeting’s Agenda.

**E251 TO REVIEW COMMITTEE’S BUDGETARY POSITION**

The Chairman reported that the salaries budget was underspent, noting that the 2022/23 cost-of-living increases had yet to be agreed and applied.

**E252 TO NOTE PROGRESS OF EMPLOYMENT/RECRUITMENT & AGREE REQUIRED ACTIONS**

The Clerk and Mrs Moscatelli reported on employment, recruitment and probationary matters.

Actions were agreed and resolved.

**E253 TO REVIEW THE TRAINING PROGRAMME**

The Chairman reported that he and the Clerk had reviewed the training requirements for staff and Councillors, noting that planned expenditure was within budget.

Additional requirements were discussed, agreed and resolved.

**E254 TO SET UP A TASK & FINISH GROUP TO REVIEW THE REPORT FOR AN OFFICIAL COMPLAINT & DRAFT AN ACTION PLAN**

It was resolved that Cllr Hill and Cllr Sanderson should form this TFG, to produce an action plan from the report’s recommendations, for the Committee’s next meeting.

**E255 DATE OF THE NEXT MEETING – TO BE AGREED**

Thursday 8th September 2022 at 7.30pm.

*There being no further business, the meeting closed at 20:12.*