



PEACEHAVEN TOWN COUNCIL

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DRAFT PUBLIC Minutes of the meeting of the Extraordinary Personnel Committee held in the Copper Room, Community House on Monday 19th December 2022 at 2.00pm

Present: Cllr Lucy Symonds (Chair of Council), Cllr Cathy Gallagher, Cllr Sue Griffiths, Cllr Lynda Duhigg.

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Sue Moscatelli (Events, Amenities, and Projects Officer).

It was agreed that in the absence of a Chair or Vice-chair, the Chair of Council would Chair the meeting.

1. E283 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 14:03, welcomed everyone and went through the building fire procedures.

2. E284 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received and accepted for Cllr Wendy Veck, Cllr Chris Collier, Cllr Katie Sanderson, Cllr David Seabrook, and Tony Allen (Town Clerk).

Cllr Sue Griffiths is substituting for Cllr Wendy Veck.
Cllr Lynda Duhigg is substituting for Cllr Katie Sanderson.

3. E285 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

There were no declarations of interest.

4. E286 TO ADOPT THE PUBLIC MINUTES OF 1ST DECEMBER 2022 MEETING

Proposed by: Cllr Griffiths. Seconded by: Cllr Gallagher.
The minutes of the above meeting were **resolved** and **adopted**.

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.

5. E287 TO ADOPT THE CONFIDENTIAL MINUTES OF 1ST DECEMBER 2022 MEETING

There was a discussion about the accuracy of an item to which the Committee could not agree a resolution, the minutes therefore remained unsigned to be discussed at the next Committee meeting.

6. E288 TO DISCUSS AND AGREE THE STAFFING STRUCTURE REVIEW

The Committee discussed the staffing structure review

An amendment to the organisational chart was proposed.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Duhigg
This Committee **resolved** to **agree** to this proposal.

A proposed Job description was discussed.

Cllr Griffiths noted some spelling errors in the Job Description.

Cllr Gallagher suggested an amendment to the first bullet point on the Job Description.

It was proposed that the Committee approve the Job Description subject to the one amendment as above and that the job title be reworded.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Duhigg
The Committee **resolved** to **agree** to this proposal.

The Committee then discussed the next Job description.

Cllr Gallagher suggested that the fourth to last bullet point on the Job description should be amended.

It was proposed that subject to the above amendment the Committee approve the Job Description.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Griffiths
The Committee **resolved** to **agree** to this proposal.

It was proposed that the job title be amended.

Proposed by: Cllr Duhigg **Seconded by:** Cllr Gallagher
The Committee **resolved** to **agree** to this proposal.

The Committee then discussed the next proposed role.

The meeting was suspended at 15:44 due to a Fire Alarm activation.

The meeting was reopened at 15:57.

It was proposed that the Committee postpone a decision on the job role and that it come back to a later Committee meeting with details of the current job description and last appraisal.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Duhigg
The Committee **resolved** to **agree** to this proposal.

The Committee then discussed the next proposed role.

It was proposed that the Committee postpone a decision on the job role and that it come back to a later Committee meeting with details of the current job description and last appraisal.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Duhigg
The Committee **resolved** to **agree** to this proposal.

7. E289 TO RECOMMEND THE RECRUITMENT OF A MARKETING AND EVENTS OFFICER

The Committee discussed the proposed role.

It was proposed that the Committee approve the Job Description with an amendment to include the software suites that the role would involve using and that the job advert be shown to Personnel Committee members before going to Full Council.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Gallagher
The Committee **resolved** to **agree** to this proposal.

8. E290 DATE OF THE NEXT MEETING – AGREED FOR THURSDAY 2ND FEBRUARY AT 7:30PM.

The Chair informed the Committee that the next agenda would include electing a new Committee Chair. A Cllr expressed that they would like to become a member of the Personnel Committee.

There being no further business the meeting was closed at 16:40..