**Members on this Committee**

**Cllr L Symonds, (Chair of Council), Cllr D Seabrook (Vice-Chair of Council),**

**Cllr K Sanderson (Chair of Committee), Cllr C Gallagher (Vice-Chair of Committee),**

**Cllr C Collier, Cllr W Veck, Cllr S Griffiths, Cllr A Milliner, Cllr I Sharkey.**

**9th March 2022**

**Members of Peacehaven Town Council’s Personnel Committee are summoned to a meeting of the to be held in Community House on THURSDAY 16th March 2023 at 7.30 p.m.**

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**Tony Allen**

**Town Clerk**

**A G E N D A**

**E308 CHAIRMAN’S ANNOUNCEMENTS.**

**E309 TO CONSIDER APOLOGIES FOR ABSENCE.**

**E310 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS.**

***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.***

**E311 TO ADOPT THE CONFIDENTIAL MINUTES OF 23rd FEBRUARY 2023 MEETING.**

**E312 TO REVIEW THE COMMITTEE’S ACTION PLAN.**

**E313 TO REVIEW COMMITTEE’S BUDGETARY POSITION.**

**E314 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.**

**E315 TO RECEIVE AN UPDATED REPORT ON THE RECRUITMENT OF A MARKETING & EVENTS OFFICER.**

**E316 TO FINALISE JOB TITLES, JOB DESCRIPTIONS & ORGANISATIONAL STRUCTURE FOR RATIFICATION BY COUNCIL:-**

1. **Committees & Assistant Projects Officer.**
2. **Information & Community Facilities Officer.**
3. **Deputy Town Clerk.**
4. **Civic Officer (Vacancy)**
5. **Organisational reporting structure.**

**E317 DATE OF THE NEXT MEETING – TO BE AGREED.**