



PEACEHAVEN TOWN COUNCIL

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CONFIDENTIAL Minutes of the meeting of the Personnel Committee held in Community House on Tuesday 30th May 2023 at 6.30pm

Present: Cllr D Seabrook, (Chair of Council), Cllr I Sharkey (Vice-Chair of Council), Cllr C Gallagher (Chairman of Committee), Cllr M Campbell, Cllr D Donovan, Cllr P Davies, Cllr C Cheta, Cllr I Alexander, Cllr S Griffiths, Cllr N Fabry.

Officers: Town Clerk, Tony Allen.

E333 TO CONSIDER APOLOGIES FOR ABSENCE.

There were no apologies for absence. Cllr W Veck was noted as absent.

E334 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS.

There were no declarations of interests.

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.

E335 TO AGREE AND INITIATE ACTIONS REQUIRED AS A RESULT OF THE TOWN CLERK'S RESIGNATION.

It was resolved to engage the help of Trevor Leggo/ESALC with the recruitment process for employing a new Town Clerk, including the consideration of separating the RFO responsibility.
It was resolved to form a TFG for this purpose; members to be Cllr Gallagher, Cllr Fabry & Cllr Donovan. TFG to look at Job Description, Person Specification and job advert in liaison with ESALC and report to the Committee at its next meeting.
It was resolved that ESALC would also be consulted regarding the process for the Clerk's departure; including handover and exit interview.

E336 DATE OF THE NEXT MEETING – Tuesday 6th June 2023 at 7.30pm.

It was resolved that the Chairman will discuss future meeting dates with the Chairman of Council and the Town Clerk.

There being no further business, the meeting closed at 19:15.

6/6/23
[Signature]

