



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 18th July 2023 at 6pm.

Present: Cllr Cathy Gallagher (Chair), Cllr Debbie Donovan (Vice-Chair), Cllr David Seabrook, (Chair of Council), Cllr Mary Campbell, Cllr Paul Davies, Cllr Sue Griffiths, Cllr Nikki Fabry, Cllr Wendy Veck.

Officers: George Dyson (Deputy Clerk).

1. E366 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 18:00, welcomed everyone, and gave a brief reminder of the building fire procedures, explained her background knowledge relating to employment law, and congratulated staff on delivering a successful Summer Fair.

Cllr Fabry was initially noted as absent, but arrived at this point (18:04).

2. E367 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Cheta, Cllr Sharkey, Cllr Alexander, and Tony Allen (Town Clerk).

3. E368 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

CONFIDENTIAL

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-

4. E369 TO ADOPT THE TO ADOPT THE CONFIDENTIAL MINUTES OF 5TH JULY 2023 MEETING

Cllr Veck was initially noted as absent, but arrived at this point (18:08).

There was a discussion on the accuracy, format, and appropriateness of the minutes.

It was proposed that the minutes not be adopted, and that they be returned to the Town Clerk to be reverified and the inaccuracies to be addressed.

Proposed By: Cllr Veck

Seconded By: Cllr Seabrook

The Committee **resolved** to **agree** to this proposal and **not adopt** the minutes of 5th July 2023 meeting.

5. E370 TO RECEIVE A REPORT FROM THE INTERVIEW PANEL FOR THE NEW TOWN CLERK AND AGREE RECOMMENDATIONS TO COUNCIL.

The Chair explained the process used for the recruitment and informed the Committee that there were 5 applicants in total, with 4 of them being called for interview.

Cllr Donovan the explained the protocols at the interview and how fairness was ensured.

*The Deputy Town Clerk was excluded from the meeting at this point (18:29)
The remaining minutes were completed from notes provided by the Committee Chair.*

The panel reported that they unanimously recommend one of the candidates, and that Committee endorses this decision and the candidate is offered the job.

Cllr Donovan and Cllr Seabrook left the room to make a phone call to the successful candidate, who did not answer, so a message was left on their voicemail, before Cllr Donovan and Cllr Seabrook returned to the room.

The Committee also discussed the return to work of a member of staff, which will be included as an item on the next meeting agenda.

6. E371 TO DISCUSS AND AGREE ACTIONS CONCERNING STAFF MEMBER RESIGNATION.

The Committee discussed the handover from the staff member, which is to be handled by Cllr Seabrook as the Chair of Council. Cllr Seabrook reported that a list of handover items is growing as more items are being added.

The Chair asked that the list of handover items is shared with other members of this Committee.

Cllr Donovan will update Trevor Leggo (ESALC), Cllr Gallagher will inform the unsuccessful candidates of the outcome of the interviews.

7. E372 DATE OF NEXT MEETING

The next Committee meeting was confirmed as Tuesday 8th August 2023 at 7.30pm.

There being no further business the meeting ended at XX:XX.