



# PEACEHAVEN TOWN COUNCIL

GEORGE DYSON  
DEPUTY TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Deputyclerk@peacehaventowncouncil.gov.uk](mailto:Deputyclerk@peacehaventowncouncil.gov.uk)

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

## Members on this Committee

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

4<sup>th</sup> October 2023

Members of Peacehaven Town Council's Personnel Committee are summoned to a meeting to be held in Community House on Tuesday 10<sup>th</sup> October 2023 at 6.00 p.m.

George Dyson, Deputy Town Clerk

## A G E N D A

**E406 CHAIRMAN'S ANNOUNCEMENTS.**

**E407 TO CONSIDER APOLOGIES FOR ABSENCE.**

**E408 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS.**

**E409 TO ADOPT THE MINUTES OF 12<sup>TH</sup> SEPTEMBER 2023 MEETING**

**E410 TO REVIEW COMMITTEE'S BUDGETARY POSITION.**

**E411 TO AGREE THE DATE OF THE NEXT MEETING**

**E412 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

***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.***

**E413 TO WELCOME THE NEWLY APPOINTED TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER AND AGREE 3 MONTH OBJECTIVES.**

**E414 TO REVIEW THE COMMITTEE'S ACTION PLAN.**

**E415 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.**

**E416 TO RECEIVE A REPORT ON RECRUITMENT REQUIREMENTS**

**E417 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS**

**E418 TO RECEIVE A REPORT FROM THE FORMER TOWN CLERK EXIT INTERVIEW TFG**

**E419 TO NOTE COMMUNICATION AND MARKETING OFFICERS 3 MONTH REVIEW**

**E420 TO REVIEW THE CONTINUED ENGAGEMENT OF THE LOCUM CLERK**

**E421 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):**

- a. Skills and Training Audit
- b. Employee Handbook Review
- c. Disciplinary and Grievance Procedures.