



# 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 10<sup>th</sup> October 2023 at 6.00pm.**

**Present:** Cllr Cathy Gallagher (Chair of Committee), Cllr Debbie Donovan, Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Mary Campbell, Cllr Wendy Veck, Cllr Ian Alexander, Cllr Sue Griffiths, Cllr Nikki Fabry.

**Officers:** George Dyson (Town Clerk)

### **1. E406 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 18:01, welcomed everyone and gave a brief reminder of the building fire procedures.

### **2. E407 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Paul Davies.

Cllr Cheta was also absent.

### **3. E408 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

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

**Proposed by:** Cllr Sharkey      **Seconded by:** Cllr Fabry  
The minutes of 12<sup>th</sup> September were **agreed** and **adopted**.

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

The Chair introduced the item, noting that the budget is generally where it should be.

The Committee **noted** the budgetary update.

The Clerk highlighted the section of the RFO's report requesting that Committee agree an overspend on professional fees – consultancy (4310/100).

It was proposed that the Committee agree to spend up to a maximum of £4000 on professional fees – consultancy (4310/100).

**Proposed by:** Cllr Fabry      **Seconded by:** Cllr Donovan  
The Committee **resolved** to **agree** to this proposal.

## **6. E411 TO AGREE DATE OF THE NEXT MEETING**

The next meeting was confirmed for 1<sup>st</sup> November 2023 at 6pm.

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

**Proposed by:** Cllr Sharkey

**Seconded by:** Cllr Veck

The Committee **resolved** to **agree** to exclude the press and public.

### **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:-*

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

The Chair congratulated the newly appointed Clerk and RFO, and informed the Committee that contracts are now in place and have been signed.

There was a brief discussion on possible objectives for the Clerk and RFO.

The Chair informed the Committee that she would be meeting with the Clerk, Locum Clerk, and Chair of Council tomorrow (11<sup>th</sup> October), and that objectives would be discussed further then.

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

The Chair introduced the action plan.

Cllr Sharkey asked whether there was any movement on the Stress Management Standards TFG. The Clerk responded that a staff meeting would be taking place tomorrow during which it would be confirmed which staff would be participating.

Cllr Fabry noted that she would get started on the Councillor training audit.

The Committee **noted** the action plan.

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

The Clerk summarised the report.

The Committee **noted** the report on staff sickness absence.

## **11. E416 TO RECEIVE A REPORT ON RECRUITMENT REQUIREMENTS**

The Clerk summarised the report and the Committee discussed the financial implication and requirement for new Officer positions.

The Chair advised the Committee that she and the Vice-Chair would work with the Clerk to bring a report to the next Committee meeting with a proposal.

## **12. E417 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS**

The Clerk gave a summary of training that has taken place or been booked since the last Committee meeting.

The Chair explained that she is planning on reaching out the ESALC to enquire about putting on some Councillor Induction training, there was a further discussion about doing some of this in house. Chair training was also flagged as a priority.

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

Cllr Alexander introduced and summarised the report, its recommendations, and also circulated an extract of the Employee handbook relating to officer and councillor relationships.

There was a discussion on the importance of putting in place a comprehensive induction programme and asked that the document Cllr Alexander shared with Committee members could be circulated to all Councillors.

## **14. E419 TO NOTE COMMUNICATION AND MARKETING OFFICERS 3 MONTH REVIEW**

There was a discussion on the 3 month review document and the agreed objectives.

The Committee **noted** the review.

## **15. E420 TO REVIEW THE CONTINUED ENGAGEMENT OF THE LOCUM CLERK**

The Clerk summarised the position with the Locum Clerk, and that she would be in post until the 20<sup>th</sup> October.

The Committee noted their thanks to the Locum Clerk.

The Chair will also speak to ESALC about engaging a Locum Clerk moving forward specifically to provide meeting cover.

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

### **a. Skills and Training Audit**

The Chair summarised the progress that this TFG has made, and that the Caretakers and Ground staff would be spoken to soon.

### **b. Employee Handbook Review**

This TFG will be meeting soon now that the recruitment of Town Clerk and RFO is complete.

### **c. Disciplinary and Grievance Procedures**

Cllr Veck asked to be removed from this TFG.

Cllr Fabry suggested that this could be included with the Employee Handbook Review TFG.

*There being no further business the meeting ended at 19:20.*