George Dyson
Town Clerk

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Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Minutes of the meeting of the Extraordinary Personnel Meeting held in the Anzac Room, Community House on Tuesday 20th October 2026 at 6.30pm.

Present: Cllr Fabry, Cllr Veck, Cllr Rosser, Cllr Gallagher, Cllr Alexander, Cllr Davies.

Officers: George Dyson (Town Clerk)

1. **E683** CHAIR'S ANNOUNCEMENTS

   The Chair opened the meeting at 18:30, welcomed members, reminded everyone of the building fire procedures, asked that phones be put onto silent, read out a statement on Civility & Respect, and reminded everyone of the importance of Confidentiality on this Committee.

2. **E684** TO CONSIDER APOLOGIES FOR ABSENCE

   Apologies for absence were received from Cllr Harman.

3. **E685** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

   There were no declarations of interest.

4. **E686** TO ADOPT THE MINUTES OF 22ND SEPTEMBER 2026

   It was proposed that the minutes be adopted as read.

   Proposed by: Cllr Fabry **Seconded by:** Cllr Gallagher

   Committee **resolved** to **adopt** the minutes of 22nd September 2026.

5. **E687** DATE OF NEXT MEETING – TUESDAY 26TH JANUARY 2027 AT 7:30PM.

   The next meeting was confirmed as 26th January 2027.

6. **E688** TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

   Proposed by: Cllr Alexander **Seconded by:** Cllr Rosser

   The Committee **resolved** to **exclude** press and public from the remaining agenda 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.

7. **E689** TO AGREE ARANGEMENTS FOR AN INTERVIEW PANEL

   The Clerk summarised the report and reminded everyone of the background to this item. The Committee discussed the importance of a fair and transparent process.

   It was proposed that Cllr Alexander, and Veck be on the interview panel, with an Officer representative that the Clerk will arrange.

   Proposed by: Cllr Davies **Seconded by:** Cllr Fabry

   Committee **resolved** to **agree** to this proposal.

   The Clerk will also arrange a suitable venue for the interviews and communicate a topic presentation to applicants going forward for interview.

E690 TO AGREE A REVISED CARETAKER JOB DESCRIPTION

The Committee discussed the Job Description and Personal Specification.

It was suggested that the Personal Specification be updated to show that it's desirable for candidates to have a Full Driving Licence and access to a vehicle.

Subject to the above addition, it was proposed that Committee agree the Job Description.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Davies

Committee **resolved** to **agree** to this proposal.

8. E691 TO AGREE TO BEGIN RECRUITMENT FOR A NEW CARETAKER

There was a brief discussion on the timeline, it was proposed that Committee agree to the recruitment, however, to not commence the process until after 2nd November 2026.

Proposed by: Cllr Rosser **Seconded by:** Cllr Davies

Committee **resolved** to **agree** to this proposal.

There being no further business, the meeting was closed at 19:05.