



Minutes of the Personnel Committee Meeting on Thursday 24th January 2019

Present

Chairman: Cllr Squire
Councillors: Beer, Chadwick, Read and Sanham
In attendance: Cllr Burrows (for Public part of meeting only)
Town Clerk

71. Apologies for Absence

There were no apologies.

72. Declaration of Interest

None

73. Public Question Time

There were no members of the public present

74. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Personnel Committee meeting on Thursday 20th December 2018.
(moved Cllr Read; seconded Cllr Sanham)

75. Health and Safety Policy

Discussion took place around:

- Whether there is a First Aid box in the Council vehicle and if not should there be one
- Add into the Policy the need for tenants to provide evidence of annual PAT electrical testing
- Add into the Policy details as to who the fire wardens are
- Add into the Policy the need to carry out a fire drill at least annually
- Add into the Policy that fire alarm checks will be carried out weekly
- Clarification that the cleaning company have a COSHH risk assessment for the cleaning products
- Add into the Policy information on COSHH items such as dishwasher tablets, photocopier toner and other items located in Marshlands – application of common sense and making sure that they are stored away out of reach from children
- The need to check the room hire terms and conditions to ensure that COSHH is included

The Committee **RECOMMENDED** the Health and Safety to Council for approval.
(moved Cllr Read; seconded Cllr Chadwick)

76. First Aid Training

Discussion took place around:

- The information on the list of defibrulators in Seaton to be added to the Town Council website
- The Town Clerk bring back the information from other Councils in terms of First Aid once responses have been received

The Committee **NOTED** the update
(moved Cllr Squire)

77. Caretaker Role

The Committee **RESOLVED** that Cllr Squire to contact Norcombe Court and Haven Court to see if anyone is interested in being a Caretaker, as well as putting up a notice in Daisy's Café

(moved Cllr Squire)

78. Christmas Opening Arrangements for 2019

The Committee **RECOMMENDED** to Council that the Council offices be closed from the close of business on Tuesday 24th December 2019, reopening Thursday 2nd January 2020.

(moved Cllr Squire; seconded Cllr Read)

79. Confidential Items

The Chairman moved, and the Committee **RESOLVED** that in accordance with the Councils Standing orders the press and public be excluded from the meeting during the discussion of agenda items 10 to 12 as there was likely to be disclosure of confidential information as matters were being discussed that could identify individual(s).

Cllr Burrows left the meeting

80. Minutes

The Committee **RESOLVED** to approve the confidential minutes of the meeting on Thursday 20th November 2018.

(moved Cllr Read; seconded Cllr Sanham)

81. Update on Actions Arising

The Committee considered the paper on update on actions arising and **RESOLVED** to agree the recommendations in the report

(moved Cllr Squire)

82. Staffing Matters

The Committee considered the paper on staffing matters and **RESOLVED** to agree the recommendations in the report

(moved Cllr Squire)

The meeting ended at 9.35pm

Chairman: _____

Dated: _____