



Public Copy

**Minutes of the Seaton Town Council Personnel Committee Meeting
held on at Tuesday 4th June 2019 at 6.00pm at Marshlands Centre, Harbour Road,
Seaton**

Present: Cllr Squire (Chairman),
Cllrs Beer, Ledger, Read and Sanham

In Attendance: Cllr Rowland

1. Election of Chairman

It was unanimously **RESOLVED** that Cllr Squire be elected Chairman of the Committee

2. Election of Vice Chairman

It was unanimously **RESOLVED** that Cllr Read be elected Vice Chairman of the Committee

3. To receive and accept apologies

Apologies were received and accepted from Cllr Singh

4. Declarations of Interest

Cllr Ledger declared a personal interest as a member of East Devon District Council.

5. Public Question Time

There were no members of the public present

6. Confidential Items

Cllr Squire moved, and the Committee **RESOLVED** that in accordance with the Council's Standing Orders 1c the press and public be excluded from the meeting during the following discussions as there was likely to be a disclosure of confidential information.

7. Review Current Organisation Structure

The Chairman reported on her discussions with the Locum Clerk on his observations on the staff and on office systems.

It was **RESOLVED** that:

- the previously agreed provision of a separate office for the Clerk must be completed before the new Clerk is in post;
- the recording of meeting minutes should follow NALC guidance; ie each minute

should contain a heading clearly indicating what the minute is about, a narrative or text, as appropriate, that briefly summarises what took place, and the decision. It is not necessary to note the name of the members moving and seconding a motion in the minutes or the fact that a vote was taken unless a recorded vote is requested;

- The Locum Clerk to advise which tasks he believed were not being achieved and what gaps there were in skill sets;
- Clarification to be provided on the procedure for maintaining the administration of the Council's financial records.

8. Appraisals

It was **RESOLVED** to defer discussion of this item

9. Recruitment Schedule for Vacant Roles

The short-listing and interview processes were agreed and it was **RESOLVED** that advice was to be obtained from South West Councils on the support that they could offer together with details of their fees.

At this point, as two Members had other appointments, It was **RESOLVED** to defer further discussion and adjourn the meeting, to reconvene at 6.30pm on Monday 10th June.

Chairman:

Date: