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**Minutes of the Reconvened meeting of Seaton Town Council Personnel Committee
of Tuesday 4th June 2019 held on Monday 10th June at 6.30pm at Marshlands
Centre, Harbour Road, Seaton**

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

Apologies: Apologies for absence were received from Cllr Beer

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.

10) Recruitment Schedule for Vacant Roles

1) Dog Warden

It was agreed that further information was needed on changes that may have taken place on the role of the Dog Warden since the previous appointment.

It was **RESOLVED** that:

- The Chairman would obtain updated details of the role from EDDC
- The Council's previous decision regarding the need for new and clearer signage on the seafront to be provided by EDDC, to be actioned
- This item to be brought back to the next meeting

2) Events Officer

As events were currently being delivered via a contract it was **RESOLVED** that discussion of this item should be deferred until conclusion of the Cycle Fest.

3) Handyman

The Chairman updated Members on enquiries she had made about Handyman support, further information to be brought back to the next meeting.

4) General

There was a discussion on staffing matters.

It was **RESOLVED**:

- that informal meetings with staff should be reintroduced, the first to be conducted by the Chairman and Cllr Read;

- to make a formal proposal to Council that a section of the room adjoining the meeting room should be created to provide a new Clerk's office;
- to make a formal proposal to Council that the current Clerk's office become a room designated for Councillors;
- to agree temporary arrangements to provide Clerk duties to the Planning Committee;
- that staffing structures are reviewed when the new Clerk is in post

11) Review, Amend and Agree Terms of Reference for Full Council

The Committee Terms of Reference were reviewed and amendments proposed. It was **RESOLVED** that they should be circulated to the Committee for agreement at the next meeting, to include a Probation policy.

12) Town Clerk Appointment Process

Cllr Sanham updated the Committee on her conversation with South West Councils on what assistance they could provide in the recruitment process for the Town Clerk as well as information on their fees.

It was **RESOLVED** to agree the appointment process, to include representation from South West Councils on the interview panel.

The meeting closed at 21.30

Chairman