



## **PUBLIC COPY**

**Minutes of the meeting of Seaton Town Council Personnel Committee held on Monday 19<sup>th</sup> August 2019 at 7.00pm at Marshlands Centre, Harbour Road, Seaton**

**Present:** Cllr Squire (Chairman),  
Cllrs Antoniou, Ledger, Read, Sanham and Singh

**Apologies** Apologies for absence were received from Cllr Beer

### **Declarations of Interest**

Cllr Ledger declared a personal interest as a member of EDDC.

### **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.

### **39) Staffing Matters**

#### **a) Clerk appointment update**

It was **RESOLVED** to note the Chairman's update on her most recent conversation with the new Clerk who confirmed that she was available to commence on Monday 7<sup>th</sup> October and would attend for a few days during September to meet the Committee and familiarise herself with the office.

It was also **RESOLVED** that Members would ensure that all systems are in place prior to the Clerk taking up her post, including ensuring that the Clerk's office had been vacated and all filing was up to date.

#### **b) Locum Clerk**

It was **RESOLVED** that a recommendation be made to Council that the Locum Clerk be appointed as Planning Committee secretary; Cllr Squire to discuss terms.

#### **c) RFO and DPO**

It was **RESOLVED** that the Locum Clerk be temporarily appointed RFO and Cllr Beer be temporarily appointed the Council's DPO.

d) Feedback on staff meeting

Cllrs Read and Antoniou reported on their follow-up meeting as agreed at the previous Personnel meeting which the committee **RESOLVED** to note.

e) Confidential Files

It was **RESOLVED** that:

- measures already put in place to ensure confidentiality of personnel files were to continue;
- The new filing cabinet which it had been agreed at the previous meeting was to be purchased for the Clerk's office, was to be progressed immediately;
- All matters relating to employee relations were to be communicated via Cllr Squire only;
- the front door security lock was to be changed immediately as previously agreed;
- F & G P were to be asked to look at the Core ICT contract

f) Room lettings

It was **RESOLVED** that a policy re-affirming responsibility for ensuring hire facilities were left in good order and how lettings were to be managed, including set-up, was to be produced for the next meeting.

g) Storage

Members were advised that a complaint had been received about the accumulation of rubbish at the side of Marshlands.

It was **RESOLVED** that Cllrs Squire and Sanham would undertake a thorough inspection and arrange for the immediate clearance of the external areas, clearance of unwanted items that were in a number of rooms and arrange for what was to be retained to be stored in one room only.

h) Cyclefest Contract

It was **RESOLVED** to agree the terms for the contract for the Cyclefest 2020 at the next meeting so that this matter is progressed as a matter of urgency.

Chairman .....

Dated .....