



## Public Copy

### Minutes of the Seaton Town Council Personnel Committee Meeting held on at Tuesday 2<sup>nd</sup> July 2019 at 6.30pm at Marshlands Centre, Harbour Road, Seaton

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

#### **13. To receive and accept apologies**

Apologies were received and accepted from Cllr Singh

#### **14. Declarations of Interest**

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

#### **15. Public Question Time**

There were no members of the public present

#### **16. 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.

#### **17. Minutes**

It was **RESOLVED** to approve the minutes of the meetings held on 4<sup>th</sup> June 2019 and 10<sup>th</sup> June 2019 which were signed by the Chairman. It was noted that Cllr Singh requested that it be noted that his absence at the 10<sup>th</sup> June was due to his not being advised of the meeting date.

#### **18. Update on Town Clerk Appointment**

The Chairman updated Members on the short-listed candidates' interviews. It was **RESOLVED** that two candidates would be invited to a second interview and presentation on 8<sup>th</sup> July, the Chairman to advise all candidates on the outcome of the first round of interviews.

#### **19. To Agree Interim Office Measures**

It was **RESOLVED** that:

##### **a) Finance**

- a training session was to be arranged for the end of July with RBS for the two Admin & Finance Assistants and one Councillor;
- wi-fi was to be activated for all computers;
- finance licences were to be installed on all computers

##### **b) Office Cover**

It was **RESOLVED** to recommend to Council that:

- Locum support would be provided 2-3 days per week to oversee the work of the office; oversee the production of all agendas and minutes; cover for Council and Planning

Committee meetings to include the production of agendas, minutes and implementation of decisions;

- Admin & Finance Assistants to cover F & G P and Community Committee meetings, all decisions to be implemented in consultation with the chairman of the committee;

c) Website

It was **RESOLVED** that:

- Admin & Finance Assistants were to ensure that the Council website was up to date and maintained, including uploading all past agendas and minutes and budgets since 2017/18, Cllr Ledger to circulate a draft procedure.

d) Office Hours

It was **RESOLVED** that:

- hours when the office was to be open to the public was to be amended to 10.00 am – 1.00 pm to enable staff to have dedicated time to undertake their work;
- Cllr Ledger would draft a task list matrix for discussion at the next meeting.

e) Office accommodation

It was **RESOLVED** that:

- The decision to convert the filing/storage room into office accommodation was to be implemented as a matter of urgency. It was noted that all necessary quotes had been received and approved;
- Councillors to work with staff to agree files for retention with all others moved to the upstairs storage room or old Clerk's office;
- quotes to be obtained for providing a stud wall between the downstairs meetings rooms and for removal of door.

f) Maintenance

It was **RESOLVED** that until a Clerk was appointed Cllr Beer would manage the maintenance workload.

**20. Update on Dog Warden Role**

It was noted that EDDC no longer have Dog Wardens and all matters relating to dogs, including fouling, are dealt with by Enforcement Officers.

There was a discussion on the number of complaints that the Council received from members of the public about unclear signage, particularly on the seafront. It was **RESOLVED** that Cllr Ledger would ask EDDC whether Seaton Town Council were permitted to take responsibility for renewing all dog related signage.

**21. Agree Salary Increase**

It was **RESOLVED** that agreed recommendations in respect of staff salaries be made to Council.  
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**22. Outstanding Staffing Matter**

It was **RESOLVED** that the recommendation in respect of the outstanding staffing matter be made to Council.

**23. Review Confidentiality, GDPR and Staff Files**

There was a discussion on access of confidential information, storage of confidential information, and monitoring of the Clerk's computer.

It was **RESOLVED** to make recommendations to Council on the storing of confidential files, access to confidential information and GDPR compliance.

**24. Agree Terms of Reference**

It was **RESOLVED** to recommend to Council that the Committee's updated Terms of Reference be

adopted with the amendment that membership comprises 7 members, to include the Chairman or Vice Chairman of the Council.

**25. Update regarding additional Maintenance support**

It was **RESOLVED** that members bring suggestions back to the next meeting.

Signed Chairman .....

Date .....