



SEATON TOWN COUNCIL

Town Hall
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Tel: 01297 21388 Fax: 01297 625746
Town Mayor: Cllr R Palacio Town Clerk: Mr David Mears

Monday 9 August 2010 Personnel Committee Agenda

28 July 2010

TO: All Members of Seaton Town Council

Dear Councillor,

There will be an extraordinary meeting of the Personnel Committee of Seaton Town Council, to which all committee members are summoned, at the Town Hall, Seaton, in the Council Chamber on **Monday 9 August 2010 at 6.00pm**. The meeting will consider the items set out below.

Yours Faithfully

Cllr R Palacio
Town Mayor

6.00pm Public Question Time

Prior to the meeting there will be a session in public to allow the people of Seaton to ask questions of, and make comments regarding the Personnel Committee. This is not an opportunity to question, criticise, or abuse individual members and any attempts to do so will be resisted. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the public are reminded that this is the only point at the meeting where they are allowed to make comments, and are asked to restrict their comments, and/or questions to three minutes.

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council Committee and therefore no minutes will be produced.

AGENDA

1. **Election of Chairman** To elect the Chairman of the Personnel Committee to hold office until such times as a new Chairman is elected.
2. **Apologies for absence and to consider whether to approve reasons given.** (If you cannot attend, please telephone or e-mail your apologies to the Town Clerk).
3. **Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities ([Model Code of Conduct](#)) Order 2007 SI No.1159. (*NB this does not preclude any later declarations*).
4. **Exclusion of the Press and Public** - To agree any items to be dealt with after the public, including the press, have been excluded under Standing Order #1c.
5. **Committee Minutes** – to confirm and sign as a correct record the minutes of the last meeting held on 5 May 2010.

In the view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of the next item (agenda item 3 above refers)

6. **Staff in Confidence** (*2 items to be discussed*) *Note: it is our obligation as an employer to discuss the following matters in confidence.*
 - a) **Town Manager – ‘Funding update and next steps’** *Note: this is a confidential matter until details are released by EDDC and/or the Town Clerk.*
 - b) **Job Evaluation Report**

COMMITTEE MEMBERS – (Committee Quorum, 3 Councillors)

Councillors: P Burrows, M Greenyer and Mrs C Wise

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| Ex – officio: | Deputy Town Mayor: | Cllr Mrs J Roebuck |
| | Chairman of Planning: | Cllr J Meakin |
| | Chairman of Capital Projects: | Cllr Miss S O’Connell |