



Minutes of the Personnel Committee Meeting on Thursday 29th November 2018

Present

Chairman: Cllr Squire
Councillors: Burrows, Chadwick, Read and Sanham
In attendance: Town Clerk

46. Election of a Chairman

Cllr Sanham nominated Cllr Squire as Chairman of the Personnel Committee for the remainder of the 2018/19 Municipal Year

Cllr Chadwick seconded the proposal.

There were no other nominations.

The Committee **RESOLVED** to approve the election of Cllr Squire as Chairman of the Seaton Town Council Personnel Committee for the remainder of the 2018/19 Municipal Year.

47. Election of a Vice Chairman

Cllr Squire nominated Cllr Read as Vice Chairman of the Personnel Committee for the remainder of the 2018/19 Municipal Year

Cllr Sanham seconded the proposal.

There were no other nominations.

The Committee **RESOLVED** to approve the election of Cllr Read as Vice Chairman of the Seaton Town Council Personnel Committee for the remainder of the 2018/19 Municipal Year.

48. Apologies for Absence

There were no apologies.

49. Declaration of Interest

Councillor Burrows declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

50. Public Question Time

There were no members of the public present

51. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Personnel Committee meeting on Thursday 25th October 2018.

(moved Cllr Chadwick; seconded Cllr Read)

52. Staffing Budget 2019/20

Discussion took place around:

- Keeping the staffing budget as it was listed in the budget

- The need to give Cllr Burrows a list of what the Committee would like to see from EDDC in terms street scene services i.e. allocation of hours, summer and winter split, what services they provide to Seaton

The Committee **RESOLVED** that the Town Clerk write to Street Scene asking for the above listed information.

(moved Cllr Sanham; seconded Cllr Squire)

53. Dog Warden

The Committee considered the Dog Warden's job description and discussion took place around:

- Whether the legislation had changed and the need to incorporate wording to cover any future legislation changes
- Update the list of dog related offences under the summary of responsibilities and duties

The Committee **RESOLVED** to agree the Dog Warden job description as is subject to the minor changes above.

moved Cllr Squire; seconded Cllr Chadwick)

54. Confidential Items

Cllr Squire moved, and the Committee **RESOLVED** that in accordance with the Councils Standing orders the press and public be excluded from the meeting during the discussion of agenda items 10 to 13 as there was likely to be disclosure of confidential information as matters were being discussed that could identify individual(s).

55. Minutes

The Committee **RESOLVED** to approve the confidential minutes of the meeting on Thursday 25th October 2018.

(moved Cllr Read; seconded Cllr Chadwick)

56. First Aid Training

The Committee **RESOLVED** that the Town Clerk find out what other town councils do in terms of first aid training and where they have sourced the training

(moved Cllr Sanham; seconded Cllr Read)

57. Quotes

The Committee **RESOVLED** that the Town Clerk be requested to purchase a Body Camera for the Dog Warden up to £70.

(moved Cllr Squire; seconded Cllr Burrows)

The Committee **RESOLVED** that if the office mobile telephone is not operational that a new telephone with a camera is purchased for the Town Maintenance Person up to £25 and pay as you go

(moved Cllr Squire; seconded Cllr Read)

58. Staffing Matters

The Committee considered the paper on staffing matters and **RESOLVED** to agreed the recommendations contained within the confidential report.

The meeting ended at 8.20pm

Chairman: _____

Dated: _____