



**To: All Members of Seaton Town Council's
Personnel Committee**

Cllr P Burrows
Cllr C Chadwick
Cllr S Read
Cllr H Sanham
Cllr D Squire

15th November 2018

You are summoned to attend a meeting of the Personnel Committee on **Thursday 29th November 2018 at 7pm** at Marshlands, Harbour Road, Seaton. It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

Yours faithfully,

Amy Tregellas

**Amy Tregellas
Town Clerk**

AGENDA

- 18/PER/01 Election of a Chairman**
To elect a Chairman for the Personnel Committee for the remainder of the Municipal Year
- 18/PER/02 Election of a Vice Chairman**
To elect a Vice Chairman for the Personnel Committee for the remainder of the Municipal Year
- 18/PER/03 Apologies for Absence**
- 18/PER/04 Declarations of Interest**
To receive any declarations of interest from Members in respect of items of business included on the agenda for this meeting.
- 18/PER/05 Public Question Time**
- 18/PER/06 Minutes**

To consider the draft minutes of the Personnel Committee meeting held on Thursday 25th October 2018

18/PER/07 Staffing Budget 2019/20

To consider the Councils staffing budget requirements for 2019/20

18/PER/08 Dog Warden Job Description

To consider the Dog Wardens Job Description

18/PER/09 Confidential Items

The Chairman will move that in accordance with the Council's Standing Order 1 (c) press and public will be excluded from the meeting during the discussions of items 10 to 12 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual.

18/PER/10 Minutes

To agree the confidential Part B minutes from the Personnel Committee meeting on the Thursday 25th October 2018

18/PER/11 First Aid Training

To consider the update relating to First Aid training

18/PER/12 Quotes

To consider quotes for the Body Camera for the Dog Warden and mobile telephone for the Town Maintenance Operative

18/PER/13 Staffing matters

To consider a number of staffing matters as set out in the accompanying report