

**UNADOPTED
POLEGATE TOWN COUNCIL**

PERSONNEL COMMITTEE

Minutes of the meeting held on Wednesday 21st June 2017, Council Chambers, 49 High Street, Polegate at 12 noon

Present: Cllrs Ms A Snell, Mrs C Berry, M Falkner, B Goodwin, S Dobson (5)

Not Present: Cllr D Shing, Mrs M Piper, D Watts, D Dunbar (4)

No Members of the public

Minute No	Subject/Resolution	Action
12085	Opportunity for Public Comment None	
12086	Apologies for absence Cllrs D Shing, D Watts, Mrs M Piper, D Dunbar	
12087	Declarations of interest in any matters on the agenda None	
12088	Minutes of Meeting 21st October 2016 (already adopted) The minutes were agreed signed as accurate by the chair VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, B Goodwin, S Dobson	
12089	Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (staff details and office organisation) It was resolved that in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted (staff will be discussed and office organisation) VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, B Goodwin, S Dobson	
12090	To consider the propose new post for finance assistant (appointments delegated to the town clerk) It was agreed that the additional wording for preparing and entering cheques would be added to the job description and the addition of "the ability to work within a small team" to the person specification. The appointment has already been delegated to the clerk to make all the appropriate arrangements. It was resolved to recommend to full council the creation of the new post of finance assistant within the budget already set by council as already envisioned. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, B Goodwin, S Dobson	

The meeting closed at 12.16 pm