

**UNADOPTED
POLEGATE TOWN COUNCIL**

PERSONNEL COMMITTEE

Minutes of the meeting held on Friday 20th October 2017, Council Chambers, 49 High Street, Polegate at 10.00 am

Present: Cllrs Ms A Snell, M Falkner, Mrs M Piper, D Watts, D Dunbar, S Dobson (6)

Not Present: Cllr D Shing, Mrs C Berry, B Goodwin (3)

No Members of the public

Minute No	Subject/Resolution	Action
12195	Opportunity for Public Comment None	
12196	Apologies for absence Cllrs D Shing, B Goodwin	
12197	Declarations of interest in any matters on the agenda None	
12198	Minutes of Meeting 21st June 2017 (already adopted) The minutes were agreed signed as accurate by the chair VOTE All in favour Cllrs Ms A Snell, M Falkner, Mrs M Piper, D Watts, D Dunbar, S Dobson	
12199	Proposed personnel budget 2018/19 It was agreed to recommend the attached budget to full council for the proposed final budget 2018/19 VOTE All in favour Cllrs Ms A Snell, M Falkner, Mrs M Piper, D Watts, D Dunbar, S Dobson	
12200	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. (Discussion of staff details) It was resolved to enter confidential session VOTE All in favour Cllrs Ms A Snell, M Falkner, Mrs M Piper, D Watts, D Dunbar, S Dobson	
12201	Staff matters a. Motion to use the budget for an apprentice (£5200) for paid overtime It was resolved that the budget for the apprentice be used for overtime. VOTE All in favour Cllrs Ms A Snell, M Falkner, Mrs M Piper, D Watts, D Dunbar, S Dobson b. Admin assistants to address personnel committee about workloads The admin assistants spoke to the committee about their concerns. A number of options were suggested and the clerk stated that she would look into this. Cllr Mrs S Dobson left the meeting at 11.54am c. Motion to pay Wealden District Council for the bin collections currently carried out by the litter picker (financially beneficial in comparison to staff and	

materials and waste disposal costs).

It was recommended that full council request and pay for Wealden District Council to empty the current Town Council owned bins costs to come from general reserves. VOTE All in favour Cllrs Ms A Snell, M Falkner, Mrs M Piper, D Watts, D Dunbar

d. To appoint the Town Clerk as the new data protection officer following the new GDPR.

It was recommended to full council that the Town Clerk be appointed as the Data Protection Officer for the Town Council following the changes in legislation (General Data Protection regulations) VOTE All in favour Cllrs Ms A Snell, M Falkner, Mrs M Piper, D Watts, D Dunbar

e. Reminder re the new pension regulations rates

Noted by all present. The clerk mentioned that the new finance assistant had joined the scheme.

The meeting closed at 11.45 am

Signed Chair of Personnel

_____ **Date** _____