

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**PERSONNEL COMMITTEE**

Minutes of the meeting held on Wednesday 21<sup>st</sup> 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
<b>12085</b>	<b>Opportunity for Public Comment</b> None	
<b>12086</b>	<b>Apologies for absence</b> Cllrs D Shing, D Watts, Mrs M Piper, D Dunbar	
<b>12087</b>	<b>Declarations of interest in any matters on the agenda</b> None	
<b>12088</b>	<b>Minutes of Meeting 21<sup>st</sup> October 2016 (already adopted)</b> <b>The minutes were agreed signed as accurate by the chair</b> <b>VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, B Goodwin, S Dobson</b>	
<b>12089</b>	<b>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)</b> <b>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</b>	
<b>12090</b>	<b>To consider the propose new post for finance assistant (appointments delegated to the town clerk)</b> <b>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</b>	

**The meeting closed at 12.16 pm**