

Minutes of a meeting of the **PERSONNEL** Committee held in the Town Hall, The Broadway, Crowborough on Tuesday 22nd November 2016 at 6pm

Present Councillors	Quentin Burch George Moss * Kay Moss David Neeves Alan Penney Ron Reed Wendy Scrace Sandra Timms Neil Waller	Chairman Vice Chairman
In attendance	Andy Beams	Town Clerk

* *Denotes non attendance*

APOLOGIES

Cllr George Moss

DECLARATIONS OF INTEREST

Cllrs David Neeves and Wendy Scrace declared a personal interest in that they personally know Amanda Negus, one of the recently appointed staff members.

MINUTES

Minutes of the meeting held on 30th September 2016

- 7914 RESOLVED** that the minutes of the meeting held on 30th September 2016 as confirmed be signed by the Chairman
- 7915 RESOLVED** pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential staffing nature of the business to be transacted.

TOWN CLERK REPORT

Members noted the content of the report outlining the recommended staff vacancies to advertise. The finance role was agreed with a reduced salary scale starting point. The management role was discussed in more detail and Members agreed to split the responsibilities between the existing Head Groundsman and the newly created role. Members also discussed the possibility of a new locum project manager replacing David Carden who was leaving the role at the end of November.

- 7916 RESOLVED** that the Finance Administrator role be advertised as soon as possible with a revised salary scale of 25 – 31. The town Clerk was authorised to spend up to £500 to cover the cost of advertising.
- 7917 RESOLVED** that the Head Groundsman would be offered an increased salary to SCP 31 and revised job description incorporating the first three objectives of the newly suggested role.
- 7918 RESOLVED** that the role of Deputy Clerk would be advertised internally initially, and if no-one comes forward externally via the usual sources. In the event the role is not filled internally, a locum Project Manager will be appointed to oversee Pine Grove and other projects.

The meeting closed at 7.15pm