

Minutes of a meeting of the **PERSONNEL** Committee held in the Town Hall,
The Broadway, Crowborough on Monday 24th October 2011 at 7.30 pm

Present	Councillors	Paul Adams *	
		Peter Cowie	Vice-Chairman
		Elizabeth Fermor	
		Philip Fermor	
		George Moss	Chairman
		Kay Moss	
		Matthew Street *	
		Sandra Timms *	
		Neil Waller *	
In attendance		Philippa Hewes	Town Clerk

* *Denotes non attendance*

APOLOGIES

Cllr Paul Adams – personal reason
Cllr Matthew Street – business commitment
Cllr Sandra Timms – personal reason
Cllr Neil Waller – personal reason

DECLARATIONS OF INTEREST

None.

MINUTES

Meeting of 12th September 2011

- 6292** Subject to the inclusion of Cllr Wendy Scrace as an attendee, it was **RESOLVED** that Minutes of the meeting held on 12th September 2011 as confirmed be signed by the Chairman.

Matters outstanding from these minutes

Familiarisation of Council's assets

A list/description of Council owned/managed sites and a map showing locations has been forwarded to all members.

- 6293** **RESOLVED** that this Committee excludes the public and press from this meeting on the grounds of the confidential nature of the business to be transacted. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960 section1.

STAFF

To consider staffing level requirements

Report on a member of staff who has resigned.

UNADOPTED UNTIL THE NEXT COUNCIL MEETING

Discussion on the proposal to extend the role of Operations Administrator to include Health & Safety responsibilities and a new role of Finance Officer & Planning Administrator.

6294 **RESOLVED** to accept the recommendations in the report to extend the role of Operations Administrator to 4 days per week at SCP 28 and to recruit a Finance Officer & Planning Administrator for 4 days per week at SCP 28.

It was agreed to advertise the position of Finance Officer & Planning Administrator in The Courier and on the Council's noticeboards.

Report on the Ranger post and proposal for managing planned long term absence was noted. Further information to be provided at the next meeting.

Report on managing litter was reviewed. It is proposed to defer the appointment of an Environment Warden until early next year.

**URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN
FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**

It was suggested that there needs to be a better understanding of duties undertaken by staff. Enquiries for ground staff duties to be directed to the Operations Manager

The meeting closed at 8.12 pm