

**CONFIDENTIAL
UNADOPTED**

POLEGATE TOWN COUNCIL

PERSONNEL COMMITTEE

Minutes of the meeting held on Tuesday 7th June 2011, 49 High Street, Polegate at 9.00p.m.

Present: Cllrs Mrs J Voyce, M Cunningham, Mrs C Berry, J O’Riordan, R Martin, Mrs M piper (ex officio), T Voyce (ex officio)

9763 Apologies for Absence:

None

9764 Declarations of Interest in any matters on the agenda:

Cllr M Cunningham item 9767c

9765 Election of Vice Chair (M Cunningham)

It was resolved to elect Cllr M Cunningham as vice chair VOTE All in favour

9766 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.

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. VOTE All in favour

9767 Staffing Matters

a) Litter Picker R Thearle

It was resolved to appoint Mr R Thearle to the permanent position of litter picker from 1st May 2011 on his current rate of pay. VOTE All in favour

It was resolved that the clerk send a letter of appointment and thanks to Mr Thearle. VOTE All in favour

The clerk stated that both the litter picker and the maintenance person were booked on the park checking course on 29th June and after that date the contractors checking the parks would no longer be used. The clerk stated that she had informed the contractor that this would be the case.

b) Administrative Assistant

The report was noted by all present.

c) Temporary Administrative Assistant

The report was noted by all present.

d) Maintenance Person

The report was noted by all present

e) Cleaner/Keyholder

The report was noted by all present. It was agreed that the clerk would look into the holiday hours as requested and check the contracts and report back to personnel.

f) Town Clerk

The report was noted by all present. A discussion took place on various options for office cover. It was agreed that the clerk would look into the options and report back to personnel. The work load would be monitored by the clerk and she would report back to personnel.

The meeting closed at 9.58pm