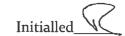




## Human Resources Committee of Westgate-On Sea Town Council on 30<sup>th</sup> July 2019 at 6.30pm

## Held at 78 St Mildreds Road, Westgate-On-Sea, Kent CT8 8RF

Present	Cllr Cornford (Chairperson); Cllr Donaldson Cllr O'Connor; Cllr Pennington				
Also, in attendance	Mrs Gill Gray (Town Clerk) 1 Member of the public				
1882	To receive apologies for absence There were none.				
1883	Declarations of Interest There were none				
1884	Minutes It was proposed by Cllr O'Connor and seconded by Cllr Pennington that the minutes of the meeting held on 28th May 2019 were agreed as a true and accurate record.				
1885	NALC Conference Cllr Donaldson expressed an interest in attending the conference to represent the Town Council and it was RESOLVED that the Town Clerk should book a place for Cllr Donaldson before 31st July to ensure 20% discount was secured.				
1886	Office Opening Hours RESOLVED: that the current opening hours are continued four days a week from 10am until 12.30pm with an opportunity for residents to make an appointment outside these hours.				
1887	Engagement of Councillors There was a debate on proposals to encourage opportunities for Councillors to engage and enhance knowledge; the suggestions included the set-up of a Business Forum in the Town to include homeworkers, ensure all new Councillors are encouraged to attend the Dynamic Councillor course facilitated by KALC and engage with peers on other Town and Parish Councils to share best practice.				
1888	Committee Members were requested to pass a resolution to exclude Press and Public from the remainder of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public were excluded from the meeting during consideration of the next items in				



	respect of matters relating to the employment of staff.	
	It was <b>RESOLVED</b> that the public were asked to leave the	
	meeting during consideration of the following items.	
1889	Statement of Particulars for Town Clerk/RFO	
	The Town Clerk provided copies of the statement of	
	particulars for the role of Town Clerk/RFO and draft	
	alterations to encompass the additional duties that the role	
	has developed and are being undertaken on a regular basis;	
	Members were invited to review these.	
	It was RESOLVED: that following debate the additions	
	and alterations were agreed and received.	
1890	Staffing Matters	
	The Town Clerk reported on issues affecting staff including	
	appraisals and performance.	
_	Next meeting: 24 <sup>th</sup> September 2019	
	Meeting closed at 7.35pm	

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Signed	10	$\sim$	

Date 29-Oct-19