



**To all Members of the Human Resources Committee  
of Westgate-on-Sea Town Council**

**You are hereby summoned to attend an Extraordinary meeting of the  
Human Resources Committee**

**on Monday 3<sup>rd</sup> July 2023 at 6.30pm at the Town Council Office, 78 St Mildreds Road,  
Westgate on Sea CT8 8RF**

**Members of the public are welcome.**

Signed: *Gill Gray*

Town Clerk & RFO

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Committee Members: Cllr Donaldson; Cllr King; Cllr Mulinya; Cllr Veck

**1. TO ELECT A CHAIR**

**2. TO ELECT A VICE-CHAIR**

**3. APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence and substitutes

**4. MEMBERS' INTERESTS**

To receive declarations of pecuniary and non-pecuniary interests

**5. MINUTES**

To receive and approve the minutes of an Extraordinary meeting held on 21<sup>st</sup> March 2023 (Copy Attached)

**6. PUBLIC PARTICIPATION SESSION**

**The meeting will adjourn to allow 15 minutes for the purposes of public participation. Subject to standing order 3(h) a member of the public shall not speak for more than 3 minutes and in accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question.**

**EXCLUSION OF PRESS AND PUBLIC**

Council is 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 will be asked to leave the meeting during consideration of the following items in respect of matters relating to the employment of staff:

**7. STAFFING MATTERS**

To receive a report from the Town Clerk on staffing matters including:-

- Resignation of Town Clerk/RFO and proposed interim arrangements whilst recruitment process for new Town Clerk/RFO is undertaken
- Draft advert, job description and application form for potential recruitment of new Town Clerk/RFO; advertisement options with costs

- Pension LGPS position to be considered
- Update on Reception/Accounts Administrator role
- Cleansing Ops update

**Next Meeting 27<sup>th</sup> July 2023**