




**Minutes of the Meeting of the  
Human Resources Committee of Westgate-On Sea  
Town Council on 16<sup>th</sup> December 2019 at 6.30pm  
Held at 78 St Mildreds Road, Westgate-On-Sea, Kent  
CT8 8RF**

Present	Cllr Cornford (Chairperson); Cllr Donaldson; Cllr Pennington	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
2 072	<b>To receive apologies for absence</b> Cllr O'Connor sent her apologies.	
2 073	<b>Declarations of Interest</b> There were none	
2 074	<b>Minutes</b> It was proposed by Cllr Pennington and seconded by Cllr Donaldson that the minutes of the meeting held on 29 <sup>th</sup> October 2019 were agreed as a true and accurate record.	
2 075	<b>Staff and Member Expenses for External Meetings/Conferences</b> Town Clerk and Cllr Cornford shared a draft Expenses and Allowances Policy and after debate; It was proposed by Cllr Donaldson and seconded by Cllr Pennington that the Expenses and Allowances Policy be recommended to Council for adoption.	
2 076	<b>Training Matrix</b> Cllr Cornford reported that the KALC Councillors Development in the Modern World and the National Improvement Strategy for Parish and Town Councils were two valuable documents and copies should be shared with all Members. Town Clerk to include as an item on the Agenda for January with copies to be circulated to all Members and the Dynamic Councillor course proposed to be run in collaboration with Birchington to be pursued for the New Year.	
2 077	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.	

2 078	<b>Appraisal for Town Clerk/RFO</b> Members received the Appraisal Report for the Town Clerk with objectives for next year. <b>It was proposed by Cllr Pennington and seconded by Cllr Donaldson and RESOLVED that the proposed incremental rise of one point for the Town Clerk on the NJC for Local Government Services pay scales for 2019/20 was approved.</b>	
2 079	<b>Staffing Matters</b> The Town Clerk reported on issues affecting staff including development progress, appraisals and performance.	
2 080	Next meeting: 28 <sup>th</sup> January 2020	
2 081	Meeting closed at 7.30pm	

Signed  .....

Date 27-JAN-2020 .....