



**Minutes of the Meeting of the  
Human Resources Committee of Westgate-On Sea  
Town Council**

**Held on Tuesday 21<sup>st</sup> March 2023 at 6.30pm at the  
Town Council Offices, 78 St Mildreds Road, Westgate  
on Sea CT8 8RF**

Present	Cllr Donaldson (Chairman); Cllr Calcutt; Cllr O'Connor	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
3 701	<b>To receive apologies for absence</b> Cllr Cornford	
3 702	<b>Declarations of Interest</b> There were none.	
3 703	<b>Minutes</b> It was moved by Cllr Calcutt and seconded by Cllr O'Connor and <b>RESOLVED</b> : that the minutes of the meeting held on 6 <sup>th</sup> February 2023 were approved as true and accurate record.	
3 704	<b>Public Participation Session</b> There were no public participants for this session.	
3 705	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. <b>It was moved by Cllr Calcutt and seconded by Cllr O'Connor and RESOLVED that the public were asked to leave the meeting during consideration of the following items.</b>	
3 706	<b>Staffing Matters</b> Members received the Town Clerk Report on staffing matters. <b>It was RESOLVED to</b> <ul style="list-style-type: none"><li>• <b>delegate to the Town Clerk to manage the resources and explore temporary cover for the Administrator role.</b></li><li>• <b>Confirm the appointment of the Deputy Town Clerk role</b></li><li>• <b>Receive the update on the pension contributions</b></li><li>• <b>Follow the policy to address staff performance</b></li></ul>	
3 707	Next meeting: TBC	

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Meeting closed at 7.05pm

Signed.....*David Donaldson*.....

Date.....*3<sup>rd</sup> June 2023*.....

HR

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Initialed