



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

**Held on 22nd November 2022 at 6.30pm at 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) and Cllr King	
3 515	<b>To receive apologies for absence</b> Cllr Cornford	
3 516	<b>Declarations of Interest</b> There were none	
3 517	<b>Minutes</b> It was moved by Cllr Calcutt and seconded by Cllr O'Connor and <b>RESOLVED: that the minutes of the meeting held on 5<sup>th</sup> October 2022 were approved as true and accurate record.</b>	
3 518	<b>Public Participation Session</b> There were no public participants for this session.	
3 519	<b>Civility and Respect on Social Media</b> Town Clerk shared the recently published Social Media Civility and Respect Guide and Policy Supplement; this will be an item on the Full Council agenda for December.	
3 520	<b>Co-option Vacancy Process</b> Town Clerk reported that two expressions of interest have been received for the Co-option vacancy. Members were invited to debate the process for the interviews. It was recommended that all Members should be involved in the interview process as a precedence has been set previously. Cllr King left the meeting.	
3 521	<b>Training</b> Town Clerk shared a list of training opportunities from NALC and KALC with Members. An update was provided on the training budget remaining for the remainder of the fiscal year.	
3 522	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</b>	

	leave the meeting during consideration of the following items.	
3 523	<b>Staffing Matters</b> The Town Clerk reported on staffing matters including appraisal, reflection of 2022 and recruitment of new Administrator role update. <b>It was RESOLVED: that the Town Clerk appraisal will take place in December 2022.</b>	
3 524	Next meeting: 24 <sup>th</sup> January 2023	
3 525	Meeting closed at 7.27pm	

Signed... David Donahoe

Date... 6/2/2023