



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

**Held on 26th October 2021 at 6.30pm at 78 St Mildreds
Road, Westgate on Sea CT8 8RF**

Present	Cllr Cornford (Chairperson); Cllr Donaldson (Vice-chairperson); Cllr O'Connor	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
2904	To receive apologies for absence None	
2905	Declarations of Interest There were none	
2906	Minutes It was proposed by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the minutes of the meeting held on 3rd August 2021 were approved as true and accurate record.	
2907	Training Town Clerk shared proposed training requests from officers and Members with the HR Committee; an update on the budget position for this year confirmed that a third of the annual budget for this fiscal year has been spent to date. It was RESOLVED: that Town Clerk to complete FILCA, Cllr Donaldson attend Managing People and Teams Effectively, Cllr Cornford attend Team Leadership Essentials and Town Clerk to attend the Dealing with a Crisis: Planning Ahead and Managing Crisis Communications Effectively.	
2908	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 RESOLVED that the public were asked to leave the meeting during consideration of the following items.	
2909	Staffing Matters The Town Clerk reported on staff matters including a draft job description for a proposed new role to support the acquisition of the Community Asset Transfer of the War Memorial Recreation Ground and a review of the job	

	<p>description for the Town Clerk. It was proposed by Cllr Donaldson and seconded by Cllr O'Connor and RESOLVED: that the HR Committee recommended the creation of the new role for the Recreation Ground and the draft reviewed job description for the Town Clerk to Council for adoption.</p>	
2910	Next meeting: 23.11.2021	
2911	Meeting closed at 7.38pm	

Signed.....

Date..25:01:2022