



## Minutes of the Meeting of the

### Human Resources Committee of Westgate-On Sea Town Council

Held on 5th October 2022 at 6.30pm at 78 St Mildreds  
Road, Westgate on Sea CT8 8RF

|                     |   |  |
|---------------------|---|--|
| Present             | Cllr Donaldson (Chairman); Cllr Cornford (Vice-chair); Cllr Calcutt   |  |
| Also, in attendance | Mrs Gill Gray (Town Clerk)  |  |
| 3443                | <b>To receive apologies for absence</b><br>Cllr O'Connor  |  |
| 3444                | <b>Declarations of Interest</b><br>There were none  |  |
| 3445                | <b>Minutes</b><br>It was moved by Cllr Calcutt and seconded by Cllr Donaldson and <b>RESOLVED</b> : that the minutes of the meeting held on 26 <sup>th</sup> July 2022 were approved as true and accurate record.   |  |
| 3446                | <b>Public Participation Session</b><br>There were no public participants for this session.  |  |
| 3447                | <b>Budget for 2023/2024 – Draft Preparation</b><br>Town Clerk shared the budget position for this fiscal year for training requirements for the Council. Following debate it was agreed that the elections next year and the probability of new Town Councillors must be considered for the training budget. With the addition of the request for Planning training it was agreed that the request for the overall training budget for next year will be £3,000.00.<br>It was moved by Cllr Donaldson and seconded by Cllr Cornford and <b>RESOLVED</b> : that the proposed overall training budget for Council and recommendation of the HR Committee was £3,000.00 for the budget considerations for 2023/2024. |  |
| 3448                | 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.<br>It was moved by Cllr Calcutt and seconded by Cllr Cornford and <b>RESOLVED</b> that the public were asked to leave the meeting during consideration of the following items.   |  |

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| 3449 | <p><b>Staffing Matters</b></p> <p>The Town Clerk reported on staffing matters including a review of resources for the Town Council which includes staff and officers. It was reported to the HR Committee that the Office Administrator and Receptionist has tendered her resignation and will be leaving employment of the Town Council on Thursday 27<sup>th</sup> October 2022. The proposed draft job description was shared with the HR Committee for a replacement officer and this will be an item for the next Full Council meeting. A draft job description for a Deputy Town Clerk was also shared with Members and this will be an item on the next Full Council meeting.</p> <p><b>It was moved by Cllr Cornford and seconded by Cllr Calcutt and RESOLVED: that the two draft job descriptions for the replacement of the Office Administrator and new role for Deputy Town Clerk were supported and recommended for adoption by Council.</b></p> |  |
| 3450 | Next meeting: 22 <sup>nd</sup> November 2022   |  |
| 3451 | Meeting closed at 7.40pm   |  |

Signed.....David Dorellon.....

Date.....22/11/2022.....