



**To all Members of the Human Resources Committee of Westgate-on-Sea Town Council**

**You are hereby summoned to attend the extraordinary meeting of the Human Resources Committee on Tuesday 24<sup>th</sup> October at 7.00pm at the Town Council Office, 78 St Mildreds Road, Westgate on Sea CT8 8RF**

**Members of the public are welcome.**

Signed: *Chloe Wheatley* Interim Town Clerk

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Committee Members: Cllr Donaldson (Chair); Cllr King; Cllr Mulinya; Cllr Veck

**1. Apologies for Absence**

To receive and accept apologies for absence and substitutes.

**2. Member's Interests**

To receive declarations of pecuniary and non-pecuniary interests.

**3. Minutes**

To receive and approve the minutes of an extraordinary meeting held on Tuesday 26<sup>th</sup> September 2023  
**(Copy Attached)**

**4. Public Participation Session**

**The meeting will adjourn to allow 15 minutes for the purposes of public participation. Subject to standing order 3(h) a member of the public shall not speak for more than 3 minutes and in accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question.**

**EXCLUSION OF PRESS AND PUBLIC**

Council is 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 will be asked to leave the meeting during consideration of the following items: staffing matters.

**5. Staffing Matters**

Members to receive a report on staffing matters including:

- New Clerk Contract of Employment.
- Update on Interim Town Clerk hours.
- Update on previous Town Clerk role.
- Co-Option Update.