



**Minutes of the Meeting of the
Human Resources Committee of Westgate-On Sea
Town Council on 29th October 2019 at 6.30pm
Held at 78 St Mildreds Road, Westgate-On-Sea, Kent
CT8 8RF**

Present	Cllr Cornford (Chairperson); Cllr O'Connor; Cllr Pennington	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
1 979	To receive apologies for absence Cllr Donaldson sent his apologies.	
1 980	Declarations of Interest There were none	
1 981	Minutes It was proposed by Cllr Pennington and seconded by Cllr O'Connor that the minutes of the meeting held on 30 th July 2019 were agreed as a true and accurate record.	
1 982	Volunteer Policy Cllr Cornford shared a draft agreement for volunteers and after debate; It was proposed by Cllr O'Connor and seconded by Cllr Pennington that the agreement by the volunteers should be incorporated in the volunteer briefing leaflet for each event and project.	
1 983	Communication Cllr Cornford reported that communication is vital to progress ideas and felt that this could be improved in the Council. A Forward Plan is needed to enable the Council to focus as a local authority. Following debate, it was discussed that Members should be encouraged to write reports for attending any outside meetings; this was as well as reinforcing that the Councillors Reports on the Agenda for each Council meeting should be utilised for reports and not for raising questions at the meeting. The external communication is much improved since the Town Council magazine has been published. The Chairperson of the Council should continue with weekly email updates to Members. A list of projects and initiatives should be used to seek updates from the lead Councillor on each one individually. Emails that are sent by the Town Clerk should clearly identify if they are for information only and do not require a response.	
1 984	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.	
1985	Appraisal for Town Clerk/RFO The date for the annual appraisal for the Town Clerk was agreed and the Chair of the Town Council and Chair of the HR Committee would be conducting the meeting.	
1986	Staffing Matters The Town Clerk reported on issues affecting staff including development progress, appraisals and performance.	
1987	Next meeting: 26 th November 2019	
1988	Meeting closed at 7.45pm	

Signed.....

Date.....16-Dec-2019.....