



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

Held on 24th November 2020 at 6.30pm

Present	Cllr Cornford (Chairperson); Cllr O'Connor (Vice-chairperson); Cllr Donaldson	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
24 5 7	To receive apologies for absence Cllr Pennington	
24 5 8	Declarations of Interest There were none	
24 5 9	Minutes It was proposed by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the minutes of the meeting held on 28th July 2020 were approved as true and accurate record.	
24 6 0	Policy Review Town Clerk shared a draft of the following policies for debate. a) Councillor's Email Policy b) Privacy Policy It was proposed by Cllr Donaldson and seconded by Cllr O'Connor and RESOLVED: that the Councillor's Email and Privacy Policies be recommended to Council for adoption.	
24 6 1	Dynamic Councillor Course Report Town Clerk shared details of reports from three Town Councillors who had recently attended the KALC Dynamic Councillor virtual training in November. As there were further Members attending in December it was suggested that the item should be debated at Full Council in January 2021.	
24 6 2	Christmas Closure of Town Council Office Town Clerk reported that other local authorities were closed between Christmas and New Year and proposed that the Town Council offices should be closed from 4pm on 24.12.20 and to reopen at 9am on 04.01.21. It was proposed by Cllr Donaldson and seconded by Cllr O'Connor and RESOLVED: that the Town Council office is closed from 4pm on 24.12.20 until 9am on 04.01.21.	
24 6 3	Training Budget Report and Training Requests Town Clerk shared a training budget report and update	

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	<p>with Members with a proposal for training for the Finance Assistant to assist with the management of the allotment gardens site. The training is provided by the Association for Public Service Excellence and can be undertaken in January 2021.</p> <p>It was proposed by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the following training will be funded from the Training Budget for the Finance Assistant in January 2021</p> <ul style="list-style-type: none"> • Managing Allotments in Local Authorities 	
24 64	<p>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.</p> <p>It was RESOLVED that the public were asked to leave the meeting during consideration of the following items.</p>	
24 65	<p>Staffing Matters</p> <p>The Town Clerk reported on issues affecting staff including staff performance and Councillor behaviour.</p>	
24 66	Next meeting: 26 th January 2021 6.30pm	
24 67	Meeting closed at 7.30pm	

Signed.....

Date..26-01-2021