



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

**You are hereby summoned to attend a meeting of the  
Human Resources Committee**

**on Tuesday 26<sup>th</sup> October 2021 at 6.30pm at the Town Council Office, 78 St Mildreds  
Road, Westgate on Sea CT8 8RF**

**Members of the public are welcome, please ensure that you wear a face covering and  
use the hand sanitiser at the entrance. There will be socially distanced seating  
available for 4 members of the public.**

Signed: *Gill Gray*

Town Clerk & RFO

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Committee Members: Cllr J Cornford (Chairperson); Cllr D Donaldson (Vice-chair); Cllr P O'Connor

**1. APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence and substitutes

**2. MEMBERS' INTERESTS**

To receive declarations of pecuniary and non-pecuniary interests

**3. MINUTES**

To receive and approve the minutes of the meeting held on 03.08.2021 (**Copy Appendix A**)

**4. TRAINING**

Town Clerk to share proposed training requests for officers and Members; an update on the budget position for this year for training will be shared with Members:  
**Decision required**

**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 in respect of matters relating to the employment of staff:

**5. STAFFING MATTERS**

To receive a report from the Town Clerk on staffing matters including a draft job description for a proposed new role to support the acquisition of the Community Asset Transfer War Memorial Recreation Ground and a review of the job description for the Town Clerk.

**Next Meeting 23<sup>rd</sup> November 2021**