



**Minutes of the Meeting of the  
Human Resources Committee of Westgate-On Sea  
Town Council on 12<sup>th</sup> February 2019 at 6.30pm  
Held at 11 Ethelbert Square, Westgate-On-Sea, Kent  
CT8 8SR**

Present	Cllr Cornford (Chairman); Cllr O'Connor; Cllr Page, Cllr Pennington	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
1 635	<b>To receive apologies for absence</b> None	
1 636	<b>Declarations of Interest</b> There were none	
1 637	<b>Minutes</b> It was <b>RESOLVED</b> that the minutes of the meeting of 13 <sup>th</sup> November 2018 be signed and approved as a true record of the meeting.	
1 638	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 <b>RESOLVED</b> that the public were asked to leave the meeting during consideration of the following items.	
1 639	<b>Clerk's Report</b> The Town Clerk reported on issues affecting staff including training, working environment, pension arrangements and contracts. The NALC pay scales from 1 <sup>st</sup> April 2019 were received by Members.	
1 640	<b>Policies</b> a) Health and Safety Policy The draft Health and Safety Policy was discussed, and recommendations made for alteration; Town Clerk to amend and present to Members at the next meeting. b) Volunteer Policy It was <b>RESOLVED: that the draft Volunteer Policy be recommended to the F &amp; GP Committee inviting comments before proposal for adoption by Council.</b>	
1 641	<b>Holiday Cover Arrangements</b> The Town Clerk recommended alternative arrangements	

	for any future holiday cover; Members debated options.	
1 642	Next meeting: 12 <sup>th</sup> March 2019	
1 643	Meeting closed at 8.26pm	

Signed.....

Date.....