



## **Minutes of a meeting of Seaford Town Council's Personnel Committee on Thursday, 3<sup>rd</sup> October 2024**

Held at the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday 3<sup>rd</sup> October** at **7.00pm**.

### **Present:**

Councillors O Honeyman (Chair)

Councillors R Honeyman, S Markwell, J Meek and L Wallraven

Steve Quayle, Interim Town Clerk

Georgia Raeburn, HR & Governance Manager

There were no members of the public attendance.

### **PE01/10/24 Apologies for Absence**

Apologies for absence were received from Councillor O Matthews (Councillor S Markwell substituted).

### **PE02/10/24 Disclosure of Interests**

There were no disclosures of interests.

### **PE03/10/24 Exclusion of the Press & Public**

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public **BE EXCLUDED** from the meeting for the remainder of the meeting for the reasons as set out on the agenda

### **PE04/10/24 General HR Update – October 2024 EXEMPT**

The Committee considered exempt report 88/24 providing the Committee with an update on HR matters within the Town Council

It was **RESOLVED** to **NOTE** the contents of the report.

### **PE05/10/24 Additional Hours Request – EXEMPT**

The Committee considered exempt report 89/24 seeking the Committees consideration of additional hours requests.

**PE05.1** It was **PROPOSED** to **INSTRUCT** officers to further investigate the additional hours request from an employee; this **MOTION** was **CARRIED**.

**PE05.2** It was **PROPOSED** to **AGREE** the additional hours request from an employee;  
this **MOTION** was **CARRIED**.

### **PE06/10/24 Sponsorship Role - EXEMPT**

The Committee considered exempt report 91/24 updating the Committee on the temporary Sponsorship role and request that the role continues while the staffing review is concluded. It was **RESOLVED** to **NOTE** the contents of the report.

*(7.45pm – the HR & Governance Manager left the meeting)*

### **PE07/10/24 Staffing Review Proposals – EXEMPT**

The Committee considered exempt report 90/24 seeking the Committee's recommendation(s) to Full Council of the final staffing review proposals.

It was **RESOLVED** to **NOTE** the contents of the report

The meeting closed at 8.37pm.

Councillor O Honeyman

Chair of Personnel