



Minutes of a meeting of Seaford Town Council's Personnel Committee on Thursday, 13th February 2025

Held at the Council Chambers, 37 Church Street, Seaford, BN25 1HG on Thursday 13th February at 7.00pm

Present:

Councillors O Honeyman (Chair)

Councillors R Honeyman, L Wallraven and M Wearmouth

Steve Quayle, Interim Town Clerk

Georgia Raeburn, HR & Governance Manager

There were no members of the public attendance

PE13/02/24 Apologies for Absence

Apologies for absence were received from Councillor J Meek (Councillor M Wearmouth substituting).

PE14/02/24 Disclosure of Interests

There were no disclosures of interests.

Councillor M Wearmouth shared that she had been involved to date in the final agenda item (Town Clerk's Recruitment) but that this did not represent a conflict or interest that needed disclosing.

PE15/02/24 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

PE16/02/24 General HR Update – February 2025 EXEMPT

The Committee considered exempt report 134/24 providing the Committee with an update on HR matters within the Town Council.

It was **RESOLVED** to **NOTE** the contents of the report including the proposal relating to the Town Council's automatic enrolment arrangements.

PE17/02/24 Probationary Period Policy EXEMPT

The Committee considered exempt report 165/24 seeking the Committee's feedback on the draft Probationary Period Policy and recommendation to Full Council.

It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Probationary Period Policy with immediate effect, with the amendments discussed in the meeting.

(7.41pm – the Interim Town Clerk left the meeting)

PE18/02/24 Town Clerk Recruitment Planning EXEMPT

The Committee considered exempt report 167/24 the Committee with a confidential update on the plans for the recruitment process for a permanent Town Clerk.

PE18.1 It was **RESOLVED** to **NOTE** the contents of the report and recruitment process to be undertaken.

PE18.2 It was **RESOLVED** to **RECOMMEND** that Full Council agrees the terms and conditions of employment for the post of Town Clerk as presented with the report.

The meeting closed at 8.24pm.

Councillor O Honeyman

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Chair of Personnel