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**DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 15<sup>th</sup> October 2024 at 7.30pm.**

**Present:** Cllr Cathy Gallagher (Chair of Committee), Cllr Debbie Donovan (Chair of Council), Cllr Mary Campbell, Cllr Nikki Fabry (Vice-Chair of Committee), Cllr Ian Alexander.

**Officers:** George Dyson (Town Clerk).

**1. E518 CHAIR'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone, asked that phones be put onto silent, and went through the building fire procedures. The Chair also informed the Committee of some upcoming events including the Halloween party, Cinema, and Bingo.

**2. E519 TO CONSIDER APOLOGIES FOR ABSENCE**

Cllr Cheta and Cllr Veck were absent.

**3. E520 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interest.

**4. E521 TO ADOPT THE MINUTES OF 16<sup>TH</sup> JULY 2024 MEETING**

Proposed by: Cllr Donovan                      Seconded by: Cllr Campbell.  
The minutes of the meeting of 16<sup>th</sup> July 2024 were **agreed** and **adopted**.

**5. E522 TO REVIEW COMMITTEE'S BUDGETARY POSITION**

The Chair briefly summarised the budgetary report, noting that we are about where we should be for this time of year. The Committee briefly discussed requirements for the 2025-26 budget, that the Chair and Vice-Chair are currently discussing with the RFO.

**6. E523 DATE OF NEXT MEETING – TUESDAY 3<sup>RD</sup> DECEMBER 2024 AT 7:30PM.**

The next meeting was confirmed as Tuesday 3<sup>rd</sup> December 2024 at 7.30pm.

**7. E524 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

Proposed by: Cllr Fabry                              Seconded by: Cllr Campbell  
The Committee **resolved** to **exclude** press and public from the remaining items.

**NOTE:** In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the discussion of the following items.

**8. E525 TO REVIEW THE COMMITTEE ACTION PLAN**

The Clerk briefly introduced the Action Plan and suggested that item 1 & 2 of the plan surrounding statistical reporting to the Committee could now be removed.

Cllr Alexander gave an update on the progress of the Stress Management Standards TFG, ran through the work that the TFG has undertaken, and highlighted concerns that some historical matters remain unresolved.

## 9. E526 TO AGREE A REVISED COUNCILLOR TRAINING PLAN

The Clerk introduced the revised training plan, which was a result of meeting with the Chair and Vice-Chair of Committee as part of the training and skills TFG. The Committee discussed the revised plan.

It was also highlighted that additional training that Councillors undertake can still be logged, even though it may not appear on the tracking page.

It was proposed that Committee agree to the new plan.

Proposed by: Cllr Fabry                      Seconded by: Cllr Donovan  
The Committee **resolved** to **agree** to this proposal.

## 10. E527 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Town Clerk showed the Committee a brief comparison of the training tracker from 1 year ago versus today to highlight how much work has gone into getting staff training up to date.

The Committee **noted** the training plan.

## 11. E528 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

The Committee **noted** the feedback.

## 12. E529 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised the report and updated the Committee with some additional information on other absences. The Sickness absence remains remarkably low.

The Committee **noted** the report.

## 13. E530 TO AGREE A STATEMENT ON BULLYING AND HARRASSMENT

The Town Clerk introduced the report, and Cllr Alexander added some additional background information from the Stress Management TFG.

Cllr Campbell suggested that the wording should be changed to say "anything that could reasonably be" rather than "anything that could be". The Committee discussed this, including reflecting on some personal experiences at Council/ Committee meetings.

It was proposed to not change the wording to add 'reasonably'.

Proposed by: Cllr Donovan                      Seconded by: Cllr Alexander  
The Committee **resolved** to **agree** to this proposal, with one abstention.

It was proposed that the Committee agree to the recommendations in the report to approve the statement and poster.

Proposed by: Cllr Fabry                      Seconded by: Cllr Donovan  
The Committee **resolved** to **agree** to this proposal.

## 14. E531 TO RECEIVE A REPORT ON RECOGNISING STAFF LENGTH OF SERVICE

The Chair gave a verbal report on the discussions that she and the Vice-Chair have had about recognising staff length of service, a number of possibilities were discussed, including allowing staff to choose from a couple of possible options.

The Committee **noted** the verbal report, but felt the item needed further discussion.

## 15. E532 TO NOTE RECENT ACHIEVEMENTS AND SUCCESSES AT PTC

The Town Clerk introduced the report and the Committee requested that their congratulations to all staff involved in the achievements be noted

## **16. E533 TO RECEIVE A REPORT ON RECOGNISING ACHIEVEMENTS**

The Committee discussed the report and recommendations to have a small budget to line managers to be able to recognise staff achievements.

It was proposed that an annual £750 budget be put in from 2025/26 to cover the cost of staff recognition and length of service recognition.

Proposed by: Cllr Campbell                      Seconded by: Cllr Fabry  
The Committee **resolved** to **agree** to this proposal.

## **17. E534 TO AGREE PROGRESSING TO THE WELLBEING AT WORK SILVER AWARD**

The Town Clerk introduced the report and briefly ran through how the award scheme works. The Committee felt that we should progress to the silver award, and that the best approach would be through a TFG, with the task expected to take at least 6-months.

The current Stress Management Standards TFG will be rebranded as a Wellbeing TFG and tasked with this, the Councillor representatives on the TFG will be Cllr Alexander and Cllr Fabry, one member of staff from each team (Officers, Caretakers, and Grounds Team) will also join the TFG, the opportunity will be put out to all staff again.

## **18. E535 TO NOTE PROGRESS OF INTERIM STAFF APPRAISALS**

The Town Clerk informed the Committee that all Interim appraisals are underway and on-track to be completed by the end of October, as well as briefly reminding the Committee of the purpose of Interim appraisals.

*The Town Clerk was excluded from the meeting at this point (21:32).*

The Committee briefly received input from members about the Clerk's performance in preparation for his upcoming appraisal.

It was proposed that an increment increase be awarded to a member of staff in recognition of their recent achievements.

Proposed by: Cllr Fabry                              Seconded by: Cllr Campbell  
The Committee **resolved** to **agree** to this proposal.

## **19. E536 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):**

- a. Stress Management Standards

This TFG had already reported back earlier in the agenda.

- b. Training & Skills

This TFG had already reported back earlier in the agenda.

*There being no further business, the meeting closed at 21:51.*

27/11/2024  
16:28

Peacehaven Town Council

Month No: 8

Detailed Income & Expenditure by Budget Heading 11/11/2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	249288	473655	224367	224367	52.6%	
4002 Employer N.I Contributions	24024	48362	24338	24338	49.7%	
4003 Employer Pension Contributions	50532	87740	37208	37208	57.6%	
4004 Overtime	447	2000	1553	1553	22.4%	
4011 Training	4226	4500	274	274	93.9%	
4310 Professional Fees - Consultanc	1166	2000	834	834	58.3%	
4311 Professional Fees - Legal	2218	4000	1782	1782	55.5%	618
4312 Professional Fees - Other	849	1000	151	151	84.9%	
4334 Members Training	217	1500	1283	1283	14.5%	