

# Hooe Parish Council

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## Minutes of the Staffing Committee Meeting of 1<sup>st</sup> July 2024

Attendees: Cllr A. Loyd (AL), Cllr G. Kirk (GK), Cllr D. Carey (DC), Cllr R. Clifton (RC), Cllr J. Manlow & Cllr B. Leonard (BL)

In attendance: Locum Clerk (Emma Tingley) and Trevor Leggo (ESALCC) present.

Meeting opened at 6.30pm.

### Business Transacted

1. **To request for nominations and select a chairman for the Staffing Committee**

GK proposed BL as chairman and seconded by AL. All agreed.

**Resolved that BL be chairman.**

2. **To request for nominations and select a vice chairman for the Staffing Committee**

DC proposed AL as vice chairman and seconded by GK. All agreed.

**Resolved that AL be chairman.**

3. **To receive apologies and reasons for absence** in accordance with the Local Government Act 1972 S85 (1).

None received.

4. **Disclosure of Interests**

Interests in accordance with the Localism Act 2011 and the Parish Council code of conduct.

To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests or dispensation as a result. Any changes to register of interests should be notified to the clerk.

None declared.

5. **Minutes of the Previous Meeting**

To approve and sign the Confidential Minutes of the Staffing Committee Meeting held on the 29<sup>th</sup> April 2024 as a true record.

Motion Carried. All agreed.

**Resolved the minutes of 29<sup>th</sup> April 2024 are signed as a true record.**

6. **To exclude the public for agenda item 8 the following resolution must be passed.**

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the business to be transacted.

Motion carried. All agreed

**Resolved to exclude the public from the Staffing Committee meeting for agenda item 8 as agreed under the Public Bodies (Admission to Meetings) Act 1960.**

### Matters For Consideration and Resolution

7. **To discuss and agree the Terms of Reference for the Staffing Committee**

Motion carried. All agreed.

Resolved that the Terms of Reference be accepted with an amendment to 4.3 to add 'The Vice Chairman shall assist with the line management if the Chairman is on holiday, absent or not available.'

- 8. To discuss the Clerk's employment contractual arrangements, workload levels, appraisal arrangements, staffing budget and receive the responses to points raised at the last Staffing Committee meeting and to agree any actions required.

A confidential matter not to be reported in the public domain. No decisions made.

The Staffing Committee meeting finished at 7.30pm.

Signed: .....

Chairman: Cllr.Leonard