

**Present**

\*Cllr F J Hawke – Chairman

\*Cllr T de Galleani

\*Cllr S E Thomson

Observers: Cllr G B F Coles  
Cllr R W I Cooke  
Cllr A J C Fyson  
Cllr B T Harriss  
Cllr R M Lyon

\*Denotes attendance

#Denotes apology for absence

The Chairman explained to members that Cllrs Allen and Pritchard had resigned from the Personnel Committee; the quorum for the Personnel Committee being three members.

**1. DECLARATIONS OF INTEREST.**

There were none.

**2. APPOINTMENT OF VICE-CHAIRMAN.**

Following the resignation of Cllr Barnes, the Chairman asked members if they would wish to elect a new Vice-Chairman. The Committee decided that this should be deferred until new members had joined the Committee at the April Full Council meeting.

**3. STAFF APPRAISALS.**

The Chairman asked the Committee if any members wished to carry out staff appraisals with himself and the Clerk; he would inform the committee as and when the appraisals took place.

**4. OMEGA FINANCE TRAINING COURSE FOR THE NEW FINANCE OFFICER.**

Members discussed the attendance of the new Finance Officer at a training course run by Rialtas Business Solutions on the Town Council's Omega Finance package at Swindon.

**Proposed: Cllr T de Galleani**

**Seconded: Cllr F J Hawke**

**Recommended: That the Town Council's Finance Officer attend the training course run by Rialtas Business Solutions.**

**Proposed: Cllr T de Galleani**

**Seconded: Cllr F J Hawke**

**Resolved: That in view of the confidential nature of business about to be transacted, it was in the public interest that the press and public be excluded and that they be instructed to withdraw.**

**5. STAFFING FOR THE TRANSFER OF ASSETS FROM SOUTH HAMS DISTRICT COUNCIL.**

Members discussed the additional staffing required for the proposed transfer of assets from South Hams District Council, this to include grounds maintenance, cleaning and administration staff. A paper for discussion had been circulated to members. The Chairman told the meeting that this was dependent on discussions with South Hams District Council e.g. if the Town Council did not take over the assets until October 2017 then it would not be necessary to take on the staff now. He told the meeting that taking on any new staff would have at least a 3 month lead in.

Cllr Fyson voiced concerns that the transfer might not take place until after the growing season and he urged the Town Council to consider spending the increased precept monies on contractors to keep the Town's green spaces to standard, which might be possible through Dartmouth Green Partnerships.

Cllr de Galleani stressed the importance of having a working supervisor.

Cllr Thomson told the meeting that job descriptions and a strategy for moving forward were required.

Cllr Hawke explained that when the date of the transfer was known the Town Council would advertise the posts 3 months before. He hoped that the Council would talk to a former Councillor who had experience of grounds maintenance.

Cllr Harriss agreed that the supervisor post should be filled first and suggested that the advice of Dartmouth Green Partnerships be taken on the horticultural aspects of the post.

The Chairman stressed the need to move gradually through the stages of the transfer and added that South Hams District Council had a duty of care to continue grounds maintenance in Dartmouth until the Town Council took over.

Cllr Lyon told the meeting that during discussions with the District Council they had indicated that in the future the Town Council could be paid for their employees carrying out the maintenance of areas that the District Council no longer wished to do.

Cllr Hawke stated that he believed the way forward was to acknowledge the report by the Clerk and to seek from the working party and Full Council the date when the transfer was likely to take place; 3 months prior to this, advertisements would be placed.

Members agreed that South Hams District Council would need to be pressed to cover the grounds maintenance in the Town in the intervening months.

**Proposed: Cllr T de Galleani**

**Seconded: Cllr F J Hawke**

**Recommended: That job descriptions be drawn up for a working supervisor, one operative, a cleaner/maintenance person and an administration assistant and be brought back to the Personnel Committee in one months' time.**