

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN COUNCIL  
HELD ON THURSDAY 20<sup>TH</sup> JUNE 2019 at 6PM**

**PRESENT:** Cllrs: M Baillie; C Campos; D Case (Chair); T de Galleani (Vice Chair);  
R Lyon; M Webber

**IN ATTENDANCE:** Town Clerk: C Pritchard-Williams  
Cllr R Rendle; D Shepherd; L Williams and one member of the public

**PART 1 - Open to the Public**

Cllr C Campos opened the meeting

**1. APOLOGIES FOR ABSENCE**

There were none

**2. TO ELECT A CHAIR FOR THE PERSONNEL COMMITTEE**

The Chair asked for nominations for Chair

Cllr Baillie proposed Cllr de Galleani

Cllr Lyon seconded Cllr de Galleani

Cllr Campos proposed Cllr Case

Cllr Webber seconded Cllr Case

Cllr Case received 3 votes

Cllr de Galleani received 3 votes

The chairman gave a casting vote for Cllr Case and Cllr Case was duly elected Chair.

**Proposed:** Cllr Campos

**Seconded:** Cllr Webber

**Resolution:** That Cllr Case be elected Chair of the Personnel Committee for the ensuing year.

**3. TO ELECT A VICE CHAIR FOR THE PERSONNEL COMMITTEE**

Cllr Case took the Chair's seat and asked for nominations for Vice Chair

Cllr Lyon proposed Cllr de Galleani

Cllr Webber seconded Cllr de Galleani

Cllr Baillie proposed Cllr Baillie

Cllr Campos seconded Cllr Baillie

Cllr de Galleani received 4 votes

Cllr Baillie received 2 votes

**Proposed:** Cllr Lyon

**Seconded:** Cllr Webber

**Resolution:** That Cllr de Galleani be elected Vice Chair of the Personnel Committee for the ensuing year.

**4. DECLARATIONS OF INTEREST**

There were none

**5. EXCLUSION OF PRESS AND PUBLIC**

**Proposed:** Cllr D Case

**Seconded:** Cllr T de Galleani

**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.

All Cllrs attending the meeting were in favour.

**PART 2 – Confidential**

**6. POLICIES**

- To discuss outstanding Personnel policies that need to be created or updated and agree a way forward

There was a discussion about policies in general and how they all needed to be looked at and possibly updated.

The Clerk said that the Groundsman had asked if gardening staff could be allowed to have the choice of being paid or taking TOIL for certain weekends worked for events ie: Regatta or Music Festival and it was agreed to look at this and bring it back to the next Personnel meeting.

**ACTION:** The Chair and the Committee to look at the proposed policy for staff working certain weekends for events.

**7. TO CONFIRM THAT A SEASONAL WORKER TO HELP THE GARDENING TEAM IN THE SUMMER MONTHS HAS STARTED**

The Clerk confirmed that a seasonal worker had now been placed from Acorns Recruitment for the summer months.

**8. TO ASSESS STAFFING LEVELS IN THE COUNCIL OFFICES IN VIEW OF THE RECENT TRANSFER OF ASSETS FROM SOUTH HAMS DISTRICT COUNCIL**

There was a discussion about the current staffing levels in the office and the fact that the Properties Administrator would be leaving mid July.

The Clerk said that the role that the Properties Administrator had accepted had changed since she took the position: the Maintenance Manager who was in place retired so some of his responsibility now sat with the Properties Administrator.

The Clerk said that this role should now be looked at and re-evaluated. She suggested that Tavistock have a similar portfolio so she would ask if they would share their job descriptions.

*Mtg finished at 18.45*