

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
PERSONNEL COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
HELD AT THE PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND ON
MONDAY 10th AUGUST 2009 AT 7.00PM**

PRESENT:

Councillors: D. Blackwell (Chairman)
J. Anderson (Vice Chairman) J. Liddiard B. Dixie P. Greig

Also present: Cllr D Anderson, Cllr R Bishop, Cllr N Pontius, Cllr R Howard
Mrs E. De Can – Assistant to the Clerk

1. APOLOGIES FOR ABSENCE

Cllr N Harvey as not present due to work commitments.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. PUBLIC FORUM

No members of the public were present.

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act, 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted*

4. EVENTS & PUBLICITY OFFICER – PROBATION REVIEW

Members noted a report provided by the Clerk and were asked to consider and agree the completion of the Events & Publicity Officers 3 month probation period.

- **RESOLVED** to accept the completion of the Events & Publicity Officers probation period and welcome Jeff Rickards as a permanent member of the Town Council staff.

Members were provided with document from the Events and Publicity Officer detailing the tasks completed during his first 3 months and tasks for the forth coming year. Members were asked to consider and review the schedule of works.

RESOLVED that;

- The Events & Publicity Officers hours should be reviewed once a permanent Clerk is in post and all relevant job descriptions are reviewed.
- The Events & Publicity Officer provides an estimate of hours for all forth coming events in order to review the current working hours.
- The Clerk ensures that any proposed events are not considered as definite until agreed by the Community & Relations committee.

RESOLVED that a file is kept in the office with all staff details and contracts which are available to the Personnel Committee at all times.

5. JOB DESCRIPTION FOR TOWN CLERK

Members were asked to review and agree the job description for the role of Town Clerk.

RECOMMENDED that the Chairman of the Personnel Committee meet with the acting Clerk to discuss the required job description and the hours needed to complete this role. A report to be provided at the next Personnel Committee meeting to be held on the 24th August 2009 at 7pm to agree the job description and hours.

The meeting closed at 7.20pm.

CHAIRMAN

DATE