



Lewes Town Council

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Committee: **Extraordinary Personnel Committee**
Date: **16.08.2023**
Time: **6.00pm**
Location: **Council Chamber, Lewes Town Hall**
Present: **Councillors: Blackwell (Chair), Livesey, Maples and Morgan,**
Also Present: **Councillors: Ex Officio**
Officer Present: **Karen Crowhurst (Interim Town Clerk)**

MINUTES

1 APOLOGIES FOR ABSENCE

To note any apologies for absence

Apologies were received from Cllr Burrows, Cllr Clerk and Cllr Tigg.

2 DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Lewes Town Council's Code of Conduct issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No.1464

There were no declarations of interests.

3 EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

RESOLVED – To exclude any press and members of the public in attendance.

4 RECRUITMENT OF THE TOWN CLERK/RFO

- a) To decide any members to assist the Mayor, Deputy Mayor and Chair of Personnel to go through the shortlisting process and to agree a date.

After some discussion it was **RESOLVED that:** Cllr Burrows, Cllr Matthews and Cllr Morgan be appointed to shortlist applicants.

b) To agree any members to attend interviews with applicants and agree a date.

RESOLVED that: Cllr Blackwell, Cllr Bird and Cllr Maples carry out the interview. It was also agreed for the Interim Town Clerk to be in attendance.

It was further **RESOLVED that:** Cllr Burrows and Cllr Makepeace will act as a substitute Members.

c) To decide whether a presentation should be given by each applicant and what the presentation should be.

It was agreed to request a presentation for up to 10 minutes regarding communication which could include:

1. How to improve current communication between Council Members and Staff?
2. How to engage more with Community Groups and Stakeholders?
3. How a more holistic approach regarding communication can be achieved?

6 STAFFING MATTERS UPDATE

To receive a verbal update on current staffing matters.

Members noted the oral report provided by the Interim Clerk.

There being no further business, the meeting closed at 19.27.

Signed:

Date: