



Lewes Town Council

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Committee: **Extraordinary Personnel Committee**
Date: **6 February 2024**
Time: **15:30**
Location: **Town Clerk's Office, Lewes Town Hall**
Present: **Councillors Blackwell (Chair), Burrows, Maples, Morgan, and Tigg.**
Officer Present: **Veronique Poutrel (Town Clerk/RFO)**

Minutes

1 Apologies for absence

Apologies were received from Councillors Clarke and Livesey.

It was noted that Councillor Clarke was no longer able to be part of Personnel Committee.

It was resolved that: a representative on Personnel Committee would be sought at next Full Council to ensure full representation, as required per Standing Orders.

2 Declarations of Interest

There were no declarations of interest.

3 Minutes

There were no minutes to approve.

4 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.

No press or public were present.

5 Election of Vice Chair

It was resolved that: Councillor Burrows would act as Vice Chair until the end of April.

Proposed: Councillor Maples

Seconded: Councillor Morgan

6 Recruitment of Deputy Clerk

A Job Description and Specifications previously approved and updated were shared with Committee members.

It was resolved that: the Job Description and Specifications were approved and that an external recruitment would be carried out.

It was resolved that: Councillor Blackwell would be part of the interview panel.

7 Recruitment of Town Hall Manager

It was noted that the three Venues Managers (All Saints, Malling and Town Hall) and the Town Clerk discussed existing Job Descriptions and Specifications and updated the Town Hall Manager's current one.

It was resolved that: An internal secondment option would be pursued for an 8 months position for Acting Town Hall Manager.

It was resolved that: Should the internal secondment option be unsuccessful, external recruitment will be pursued.

8 Recruitment of a Finance Assistant

Requirements of Job Descriptions and Specifications for a Finance Apprentice and a Finance Assistant were discussed, together with their costs.

It was resolved that: An external recruitment for a Finance Assistant would be carried out.

It was resolved that: Apprenticeships should be considered for potential future recruitment.

9 Recruitment of two Venue Assistants

Requirements of the Job Description and Specifications were discussed and context of existing management of the centres provided.

It was resolved that: Committee members acknowledged the hard work of the Venue Managers and were grateful for the work they do.

It was resolved that: An external recruitment for two Venue Assistants would be carried out.

10 To close the meeting

The meeting closed at 16:47.