



Lewes  
Town  
Council

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Committee: **Extraordinary Personnel Committee**  
Date: **14 March 2024**  
Time: **18:00**  
Location: **The Yarrow Room, Lewes Town Hall**  
Present: **Councillors Blackwell (Chair), Maples, Norris and Tigg**  
Officer Present: **Veronique Poutrel (Town Clerk/RFO)**

## Minutes

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### 1 Apologies for absence

Councillors Burrows, Livesey and Morgan were not present.

### 2 Declarations of Interest

There were no declarations of interest.

### 3 Minutes

There were no minutes to approve.

### 4 Lone Working Policy

**It was resolved that:** comments made by Members on the Lone Working Policy would be considered with a view to present a final version at the next Personnel Committee.

### 5 Twinning placement

**It was resolved that:** Lewes Town Council would host a student placement from Blois in the Summer, details of which will be delegated to the Town Clerk.

## **6 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.

## **7 Update on recruitment**

Members were updated on recruitment:

**Venue Assistants** are currently being advertised with a deadline of end of March.

**Finance Assistant** post will be advertised later on in the month.

On-going internal discussions are taking place to have an 8 months' **Interim Town Hall Manager** in place by the end of the month.

**It was resolved that:** Councillor Norris would take part in second interview for the recruitment of Deputy Town Clerk, together with Councillor Blackwell and the Town Clerk.

## **8 To close the meeting**

The meeting closed at 18:47.