



Lewes  
Town  
Council

Town Hall, High Street  
Lewes, East Sussex  
BN7 2QS

[lewes-tc.gov.uk](http://lewes-tc.gov.uk)

Call: 01273 471469

Email: [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)

**Meeting:** Personnel  
**Date:** 30 October 2024  
**Time:** 19:00  
**Location:** Lewes Town Hall  
**Present:** Councillors Blackwell (Chair), Burrows, Norris, Tigg and Todd  
**Officers present:** Veronique Poutrel – Town Clerk  
Nisha Vesuwala - Deputy Town Clerk  
**Public present:** None

## Minutes

---

### 1. Apologies for absence

Apologies were received from Councillor Maples. It was noted that Councillor Livesey has resigned from Personnel Committee.

### 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.

Councillor Burrows declared an interest under item 10. It was confirmed that very little details would be provided and therefore Councillor Burrows could stay.

### 3. Minutes

**It was resolved that:** The minutes of the Personnel Meeting held on 17 September 2024 were agreed as a true and accurate record of the meeting, subject to correcting the date of the minutes under item 3.

Proposed: Councillor Norris

Seconded: Councillor Todd

### 4. Public questions

No questions were received.

## 5. Training for Councillors

**It was resolved that:** A Task and Finish Group be set up in order to discuss training needs of councillors. Councillors Todd and Burrows agreed to be part of the group, supported by the Deputy Town Clerk.

Proposed: Councillor Tigg

Seconded: Councillor Norris

## 6. Exclusion of press and public

No members of the public were present.

## 7. Recruitment

It was noted that the Town Council had been understaffed for some time and that having the right structure and jobs was key to running an efficient organisation. The Town Clerk explained that this was currently being considered as part of the budget setting.

The Deputy Town Clerk provided an update on recruitment:

- The closing date for the three temporary part-time cleaners' position had closed, 52 applications were received which will now be assessed. This position is key to ensure our venues are presented at their best
- Lewes Town Council will be supported by its external HR company to recruit the following positions in the near future. The following Job Descriptions are currently being reviewed, some of which will be fixed term:
  - Business Support Officer
  - Finance Assistant (Part time)
  - Communications Assistant (Part time)
  - Events Officer (Part time)
  - Project Officer to work on processes and policies and key strategic projects the Town Council is involved with
  - Caretakers (3 part time)
  - Venue Admins
  - Town Hall Manager
- In the longer term a Facilities Manager position will be advertised to oversee venues and assets. The Deputy Town Clerk's areas of responsibilities would be the corporate ones (Finance, Communication, etc)

## 8. Exclusion of press and public

No members of the public were present.

## 9. Staffing Matters

Members received an update on staffing matters.

## **10. Grievance proceeding**

Members were informed that a Grievance Hearing took place and the panel is now considering the options, which will be communicated to the claimant within a week.

## **11. The meeting closed at 19:41.**