

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN COUNCIL HELD ON
WEDNESDAY 9TH MAY 2018 at 3PM**

PRESENT: Cllrs: F J Hawke (Chair); T de Galleani, B Harriss; S Thomson (Vice Chair).

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Cllrs: G Coles; D Gent

1. APOLOGIES FOR ABSENCE

Cllrs: P Allen; R Springett.

2. ELECTION OF VICE CHAIRMAN

Proposed: Cllr T de Galleani

Seconded: Cllr B Harriss

Resolved: That Cllr S Thomson be elected Vice Chairman of the Personnel Committee.

3. DECLARATIONS OF INTEREST

There were none

4. APPOINTMENT OF A GARDENER

Rob Harkness explained that it is a fairly standard job description. It allows for flexibility with the hours so that more hours can be used in the summer and less in the winter, it also allows for time off in lieu.

Proposal: To accept this job description and agree that job descriptions and application forms could be sent out to interested parties.

Proposed: Cllr Thomson

Seconded: Cllr de Galleani

5. APPOINTMENT OF AN ASSISTANT GARDENER

Rob Harkness explained that this job description was similar to the one above but more appropriate to an assistant gardener.

Proposal: To accept this job description and agree that job descriptions and application forms could be sent out to interested parties.

Proposed: Cllr Thomson

Seconded: Cllr Harriss

6. APPOINTMENT OF AN INTERN

Rob Harkness explained that this job description was similar to the one above but more appropriate to an intern.

Proposal: To accept this job description and agree that job descriptions and application forms could be sent out to interested parties.

Proposed: Cllr Thomson

Seconded: Cllr Lyon

7. ADDITIONAL HOURS FOR THE CURRENT RECEPTIONIST

A discussion took place about the current situation with receptionist hours in the office. It was generally thought that additional hours would be needed once we have taken on the assets from SHDC and the additional work which would be involved.

Proposal: Once Dartmouth Town Council have officially taken over the assets from South Hams District Council to increase the receptionist's hours to allow for the additional work which will be involved. This will be in conjunction with the chair of Personnel.

Proposed: Cllr de Galleani

Seconded: Cllr Lyon

8. APPOINTMENT OF AN ADDITIONAL RECEPTIONIST (POST TRANSFER OF ASSETS)

A discussion took place and it was agreed that this would be looked at after the transfer of assets in a Personnel meeting.

9. MARKET STAFF

The Market Assistant officially took over the role of the Market Supervisor on May 1st 2018 following on from the resignation of the previous Market Supervisor who left on the 30th April 2018.

A copy of the minutes from a meeting with the new Market Supervisor was circulated to all Cllrs and office staff present.

It was thought that all points raised were reasonable and acceptable.

The Clerk reported that the current situation with staff was working out well and the Maintenance Manager and the two Caretaker/Cleaners were helping with the erection of market stalls and gazebos.

It was agreed that if this changed, and the flexibility wasn't working then we would need to hire an additional person to assist the Market Supervisor, which would replace the member of staff who left on the 30th April 2018.

The meeting closed at 15.45