

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN
COUNCIL HELD ON TUESDAY 26th SEPTEMBER 2017**

PRESENT: Cllr.: S Thomson (Acting Chair)
Cllrs.: T de Galleani, B Harriss, D Kelland,

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Cllrs.: D Gent; P Allen

1. APOLOGIES FOR ABSENCE

Cllrs: M Baillie F J Hawke; R M Lyon.

2. DECLARATIONS OF INTEREST.

There were none

3. REVIEW THE NEED FOR A MARKETING ASSISTANT

The Chairman reported that this position is currently on hold due to the Guildhall still undergoing refurbishment.

It was agreed that the freelance consultant would have up to an additional 40 hours. This will be submitted to the Finance committee on 10th October 2017.

Proposed: Cllr T de Galleani

Seconded: Cllr D Kelland

Resolved: To award the marketing consultant up to 40 hours.

The Chairman reported the need for an admin assistant / receptionist.

This will also help if and when the devolved services do take place which will bring in additional work to the Dartmouth Town Council staff.

Cllr Allen stated that as the bookings for the Guildhall are currently higher than expected, this would support the necessity for a part time evening person in order to not only maintain but allow development and flexibility for future commitments.

The Chairman spoke about her plans to have an open day at the Guildhall in the spring time of 2018, to advertise the facilities available at the Guildhall.

4. REVIEW ADDITIONAL CARETAKER / HANDYMAN

Due to the increase in bookings at the Guildhall, there is a need to employ an additional caretaker / handyman to focus on evenings and weekend functions.

Proposed: Cllr T de Galleani

Seconded: Cllr D Kelland

Resolved: To advertise the position with a view to employing an additional part time caretaker/handyman.

Cllr D Gent asked about the current position with the new websites.

Cllr S Thomson responded that we had three quotes and that this would be discussed within the 'In Committee' section at Full Council.

The meeting closed at 18.30