

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN
COUNCIL HELD ON WEDNESDAY 15TH NOVEMBER 2017**

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

IN ATTENDANCE: Town Clerk: C Pritchard-Williams
Cllrs: P Allen; G Coles; R Springett

1. APOLOGIES FOR ABSENCE

Cllrs: F J Hawke.

2. DECLARATIONS OF INTEREST.

There were none

3. REVIEW THE NEED FOR A PART TIME RECEPTIONIST

The Chairman spoke about the need for a part time receptionist in the office which would then free up much needed time by the other staff members. The Clerk explained that at the moment all the staff are feeling stretched and not able to do their work as efficiently as possible. A new receptionist would free up time for both the Administrator and the Finance Officer allowing the Clerk to delegate some duties to them, therefore allowing the Clerk to concentrate on other matters.

All Personnel committee members agreed that this was a good idea as they had seen how busy the office and the workload currently was. All agreed that this was only going to get busier if/when we take on devolved services from SHDC.

Proposal: To move forward with advertising the position of receptionist for 20 hours a week.

Proposed: Cllr R Lyon

Seconded: Cllr D Kelland

The meeting closed at 6.20pm.