

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk

Town Clerk's Office
Town Hall
New Romney
Kent TN28 8BT

Tel: New Romney 01797 362348

Ref: CN/3005

18th June 2025

Dear Councillor,

Meeting of the Personnel Committee

A Meeting of the Personnel Committee will be held in the Assembly Rooms, Church Approach, New Romney on **Wednesday 25th June 2025** commencing at **10.00am**. The favour of your attendance is requested.

Yours sincerely,

C. Newcombe

Mrs. Catherine Newcombe - Town Clerk and Responsible Financial Officer
Email: town.clerk@newromney-tc.gov.uk

The afore-mentioned meeting will commence at 10.00am.

Members of Public are welcome to join this meeting. However, a number of matters discussed by the Personnel Committee are likely to be discussed in private and confidential session due to their sensitive nature and relevance to individual members of staff. Members of Public and Press and Council Members who are not Members of the Personnel Committee will be required to leave the meeting at that time.

PLEASE NOTE: New Romney Assembly Rooms and New Romney Town Hall have restricted access for people with limited mobility; please enquire for details.

PUBLIC PARTICIPATION AT TOWN COUNCIL MEETINGS

1. Who can participate in this New Romney Town Council meeting?

All Members of the Public may attend this meeting, except at such times as certain sensitive personal, legal or contractual matters may be considered in private and confidential session, when Members of the Public will be required to leave the meeting.

Agendas and reports for meetings will be available at least 3 working days and usually 7 weekdays before the date of the meeting on the Town Council website. Any supplementary sheets will be available the day before the meeting and can be viewed at www.newromney-tc.gov.uk

THE LAWS OF LIBEL AND SLANDER

- These laws are very strict.
- If, in public, you say something about a person that is not true, even if you believe it to be true, you may be sued and have to pay compensation. Therefore, you need to be very careful about any criticism you wish to make of people in any written submission to the Council.
- Councillors are able to speak more freely and bluntly while in Council or Committee meetings than members of the public.
- You, as a member of the public, do not have the same protection.

**PERSONNEL COMMITTEE MEETING
WEDNESDAY 25th JUNE 2025 AT 10.00AM**

AGENDA

- 1. ELECTION OF COMMITTEE CHAIRMAN**
To appoint a Chairman of the Personnel Committee for 2025-26.
- 2. APOLOGIES:**
To receive and note the apologies of Councillors unable to attend.
- 3. DISPENSATION TO PARTICIPATE:**
To receive and note any applications granted by the Town Clerk, on behalf of the Town Council, for dispensation to participate in Meetings of New Romney Town Council.
- 4. DECLARATIONS OF INTEREST:**
Councillors to declare any Disclosable Pecuniary Interests or Other Significant or Personal Interests they may have in items on the agenda for this meeting.
- 5. MINUTES (Encs*):**
To approve the minutes of the **Personnel Committee Meeting** held on **26th March 2025** (Attached hereto*).
- 6. CLERK'S REPORT (Encs*):**
To receive and note the Clerk's Report* on Personnel Matters, if available.
- 7. FINANCIAL MATTERS:**
Personnel Budget Comparison Report 2025-26
To receive and note the updated Personnel Budget Comparison Report for 2025-26, if available.
- 8. EXCLUSION OF PUBLIC AND PRESS:**
To consider exclusion of public and press in accordance with Standing Order No.34 (a), which states that *'in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded [from the meeting] and they are instructed to withdraw'* due to the fact that the following agenda items may relate to matters of a sensitive nature regarding individual Town Council Staff and / or Members.

9. STAFF MATTERS (Encs*):

(i) Councillor/Staff Protocols

To receive and note the Clerk's confidential report, if relevant and / or available, and take any such action as may be deemed necessary thereon.

(ii) Maude Community Centre Caretaker/Cleaner

Appointments (Confidential report to follow*)

(a) To formally approve the appointment of two temporary part-time Caretaker/Cleaners with responsibility for the Maude Community Centre site under a fixed-term 12-month contract initially.

(b) To authorise the Clerk to undertake all necessary actions to facilitate the afore-mentioned appointments as expediently as possible.

10. CONCLUSION OF PRIVATE SESSION:

To consider concluding private session, if applicable.

Mrs. Catherine Newcombe - Town Clerk and Responsible Financial Officer

Copied to Personnel Committee Members: Councillors: P Thomas, J Rivers, P Coe, J Davies and Rev Cn S McLachlan

MINUTES Of

**A Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Tuesday 25th March 2025
Commencing at 10.00am**

PRESENT: Councillors J Rivers, P Thomas and P Coe

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

618/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Davies	– who was unwell
Councillor Rev Cn McLachlan	– for personal reasons

619/2024-25 **DISPENSATION TO PARTICIPATE**

No new requests for Dispensation to Participate had been processed by the Town Clerk.

620/2024-25 **DECLARATIONS OF INTEREST**

None.

621/2024-25 **MINUTES**

(i) Having duly considered the minutes of the especial Personnel Committee meeting held on 21st January 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the minutes of the Personnel Committee meeting held on 21st January 2025 be signed as a true and correct record.

The afore-mentioned minutes were subsequently signed by the Chairman.

(ii) Having duly considered the minutes of the especial Personnel Committee meeting held on 12th February 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that the minutes of the Personnel Committee meeting held on 12th February 2025 be signed as a true and correct record.

The afore-mentioned minutes were subsequently signed by the Chairman.

622/2024-25 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

623/2024-25 **FINANCIAL MATTERS**

The Personnel Budget Comparison Report 2024-25 was duly received and noted.

624/2024-25 **SALARIES REVIEW**

Having duly considered the detailed output report of the recently commissioned independent salaries review, and noting that appropriate budget provision had been put in place via the annual budget setting process for 2025-26, it was:

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that revised salary scales be approved and adopted, as presented, and implemented with effect from 1st April 2025.

Newly adopted salary scales are, therefore, as follows:

Town Clerk	SP42-SP45
RFO & Deputy Town Clerk	SP29-SP32
Finance Clerk	SP22-SP25
Facilities & Communications Clerk	SP22-SP25
Planning Clerk	SP18-SP21
Clerical Assistant/Mayor's Secretary	SP13-SP16
Parish Caretaker	SP13-SP16
Assistant Caretaker	SP09-SP12
Maude CC Caretaker/Cleaner	SP11-SP14

625/2024-25 **STAFF VACANCY**

Having duly considered the requirement to appoint one or more persons to the new role of Maude Community Centre Caretaker / Cleaner in light of the forthcoming completion of the new community facility, it was:

(i)

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the draft Job Description and Person Specification for Maude Community Centre Caretaker / Cleaner be approved and adopted, noting agreed additions*.

*Agreed additions were clauses to identify responsibility for undertaking monthly condition checks in respect of the ground floor sports pavilion and the annex building.

(ii)

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that the details of the recruitment advertisement in respect of the role of Maude Community Centre Caretaker / Cleaner be hereby approved, as amended.*

*Amendments identified minimum of 5 working hours per day and minor typographical / grammatical changes.

(iii)

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the initial basis of employment shall be 12 month fixed-term part-time contract(s) based on a minimum of 5 contracted hours per day plus contractual overtime at standard rate as required.

(iv)

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the Clerk be authorised to take all such actions as are required to facilitate and implement the recruitment process with a view to appointing successful candidate(s) [in the role of Maude Community Centre Caretaker / Cleaner] at the earliest opportunity.

626/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

@10.39AM, having considered the nature of matters to be discussed under Agenda Item 10 and, in view of the fact that personal information that may identify one or more individuals was to be discussed, it was, in accordance with the Public Bodies (Admission to Meetings) Act 1960:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that ‘in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded and they are now instructed to withdraw.’

NB: There were no members of press or public present at that time.

627/2024-25 **STAFF MATTERS**

(i) Councillor / Staff Protocols

There was nothing of report on this occasion.

(ii) Annual Review of Staff Absences

The schedule of staff sickness absence for 2024-25 was duly received and noted.

628/2024-25 **CONCLUSION OF PRIVATE SESSION**

@10.41AM, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that the private and confidential session be hereby concluded.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.41AM**.

NB: All documents referred to herein are available for perusal on request, except for those documents of a sensitive / legal nature discussed in private session, including documents relating to staff matters which remain Private and Confidential in accordance with Data Protection legislation.

Minutes prepared by the Town Clerk

Personnel Report

- 1) The approved **purchase of a second-hand van** from the Romney Marsh Community Hub is currently in hand and it is anticipated that the van should be available for use by the Parish Caretaker Team within the coming two or three weeks.
- 2) In accordance with the **revised staff salary scales** approved at the last meeting of the Personnel Committee as a result of the commissioned independent salaries review, revised staff salaries were payable as of 1st April 2025.
- 3) Temporary **Planning Clerk Cover** due to a staff sabbatical is working very well. Contact has been maintained between the Clerk and the absent employee.

Town Clerk
18/06/25

AGENDA ITEM 7

Personnel Budget Comparison Report not available on this occasion due to the close proximity to the start of the 2025-26 financial year.

END