

Cinque Port Town of New Romney



Mrs C. Newcombe
*Town Clerk
and
Responsible Financial Officer*

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

Tel: New Romney 01797 362348

Ref: CN/3005

12th November 2025

Dear Councillor,

Meeting of the Personnel Committee

A re-scheduled Meeting of the Personnel Committee will be held at the Assembly Rooms, Church Approach, New Romney on **Wednesday 26th November 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

PLEASE NOTE: *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 Panel will be required to leave the meeting at that time.

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 26TH NOVEMBER 2025 AT 10.00AM**

AGENDA

- 1. APOLOGIES:**
To receive and note the apologies of councillors unable to attend.
- 2. 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.
- 3. 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.
- 4. MINUTES (Encs*):**
(i) To approve the minutes of the **Personnel Committee Meeting** held on **24th September 2025** (Attached hereto*).

(ii) To approve the minutes of the **Personnel Committee Meeting** held on **6th October 2025** (Attached hereto*).
- 5. CLERK'S REPORT (Encs*):**
To receive and note the Clerk's Report* on Personnel Matters, if available.
- 6. FINANCIAL MATTERS (Encs*):**
(i) **Budget Comparison Report 2025-26**
To receive and note the updated Budget Comparison Report for 2025-26 if available. (Attached hereto*)

(ii) **Annual Budget Preparation**
To consider the Personnel Committee Budget Requirements for 2026-27

7. 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.

8. STAFF MATTERS:

(i) Councillor / Staff Protocols

To receive and note Clerk’s confidential report, if applicable, and take any such action as may be deemed necessary thereon.

9. 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, P Coe, J Rivers, P Peacock and K Terry

MINUTES
Of
A Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Wednesday 24th September 2025
Commencing at 10.00am

PRESENT: Councillors P Coe, P Thomas, J Rivers and
P Peacock

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

The Business of the meeting commenced at 10.00am.

254/2025-26 **APOLOGIES FOR ABSENCE**

None.

255/2025-26 **DISPENSATION TO PARTICIPATE**

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

256/2025-26 **DECLARATIONS OF INTEREST**

None.

257/2025-26 **MINUTES**

Having duly considered the minutes of the Personnel Committee meeting held on 25th June 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Peacock

RESOLVED – that the minutes of the Personnel Committee meeting held on 25th June 2025 be signed as a true and correct record.

Councillor Rivers abstained from voting as he had not been present at the afore-mentioned meeting.

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

258/2025-26 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

96

259/2025-26 **FINANCIAL MATTERS**

The updated Personnel Budget Comparison Report 2025-26 was duly received and noted.

260/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

@10.04AM, having considered the nature of matters to be discussed under Agenda Item 8 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 Peacock

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.

261/2025-26 **STAFF MATTERS**

(i) Councillor / Staff Protocols

It was confirmed that there were no relevant matters of report on this occasion.

(ii) Staff Succession Planning

The Personnel Committee duly considered the Town Clerk's confidential report regarding succession planning and associated publicly published documents which had been previously circulated to Committee Members, and it was agreed that the Clerk would further develop the discussion paper for presentation to the Council. However, having given consideration to the afore-mentioned supplementary papers, it was agreed that there was a more immediate need to consider internal reorganisation to accommodate an additional part-time member of the clerical team on a permanent basis. It was also noted that the Council was required by its Pension Provider to adopt a Policy on Employer Pensions Discretions and Flexible Retirement. Having considered these specific matters, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that (a) subject to approval of associated budget requirement within the approved NRTC budget for 2026-27, a permanent part-time Admin Clerk be appointed through internal reorganisation, commencing at salary point SP18 on salary scale SP18-SP21 for 12 hours per week plus, initially, 3 additional paid training hours* per week [*requirement for additional training hours to be periodically reviewed by the Personnel Committee], commencing 26th March 2026 and that (b) the Personnel Committee hereby recommends that the Employer Pensions Discretions Policy and Policy on Flexible Retirement, as presented, be approved by Full Council and adopted with immediate effect.

262/2025-26 **CONCLUSION OF PRIVATE SESSION**
@10.44AM, it was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Thomas

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 **@10.44AM**.

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

MINUTES
Of
A Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Wednesday 8th October 2025
Commencing at 11.00am

PRESENT: Councillors J Rivers, P Coe, P Thomas and
P Peacock

In the Chair: Councillor P Thomas

In Attendance: Deputy Town Clerk - Mrs C T Morris

The Business of the meeting commenced at 11.00am.

263/2025-26 **APOLOGIES FOR ABSENCE**

None.

264/2025-26 **DISPENSATION TO PARTICIPATE**

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

265/2025-26 **DECLARATIONS OF INTEREST**

None.

266/2025-26 **MINUTES**

Having duly considered the minutes of the Personnel Committee meeting held on 24th September 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that the minutes of the Personnel Committee meeting held on 24th September 2025 be signed as a true and correct record.

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

267/2025-26 **CLERK'S REPORT**

Nothing to report on this occasion.

268/2025-26 **FINANCIAL MATTERS**

The updated Personnel Budget Comparison Report 2025-26 was not available on this occasion due to the close proximity to the previous Committee meeting held on 24th September 2025.

269/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

@11.01AM, having considered the nature of matters to be discussed under Agenda Item 8 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 Peacock

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.

270/2025-26 **STAFF MATTERS**

(i) Councillor / Staff Protocols

It was confirmed that there were no relevant matters of report on this occasion.

(ii) Maude Community Centre Caretaker / Cleaner

Following due consideration, regarding the appointment of a temporary, part time caretaker / cleaner to be based primarily at the new Maude Community Centre, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that (i) the candidate, as identified to those present, be appointed as temporary, part-time Caretaker , to be based primarily at the Maude Community Centre; to be appointed on the basis of a minimum 18 paid hours over 3.5 days per week, with contractual overtime payable at basic rate, as required and directed by the employee’s Line Manager, under a fixed-term 12 month contract, initially, with potential for permanent employment thereafter, noting that the salary scale for the position has been set at SP11 – SP14 on the nationally agreed salary scale, and the starting salary shall be set at SP11;

(ii) the Clerk be authorised to take all such actions as are required to facilitate the afore-mentioned appointment as expediently as possible, if, for any reason, the appointment is declined by the identified preferred candidate, then the post be offered directly to the identified second-place candidate and (iii) it be hereby confirmed that salary in respect of the afore-mentioned appointment is to be funded from the Staffing Provision Reserve Fund in the first instance, and then to be fully accounted for in the setting of the Personnel Budget for 2026-27 that is to be presented to the Finance and General Purposes Committee and, subsequently, Full Council for final approval.

(iii) Town Sergeant

Following due consideration, regarding the appointment of a temporary Town Sergeant, it was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that (i) the candidate, as identified to those present, be appointed as temporary Town Sergeant under a fixed-term 12 month zero hours contract, initially, with potential for permanent employment thereafter, noting that the hourly rate for the position has been set at the prevailing Civic rate; (ii) the Clerk be authorised to take all such actions as are required to facilitate the afore-mentioned appointment as expediently as possible (iii) it be hereby confirmed that salary in respect of the afore-mentioned appointment is to be funded from the Personnel Budget.

271/2025-26 **CONCLUSION OF PRIVATE SESSION**
@11.16AM, it was:

PROPOSED BY: Councillor Peacock
SECONDED BY: Councillor Coe

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 **@11.16AM**.

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 Deputy Town Clerk

AGENDA ITEM 5

TOWN CLERK'S REPORT – PERSONNEL COMMITTEE MEETING 26TH NOVEMBER 2025

1) The Town Sergeant Appointment and the second of the Maude Community Centre Caretaker Appointments have both now been finalised, following receipt of satisfactory references. The Caretaker appointment commenced on Wednesday 5th November 2025 and the Town Sergeant Appointment will be effective Monday 5th January 2026.

2) Notice of resignation has been received from a staff member currently on sabbatical and has been accepted by the Town Clerk. Final day of Town Council employment will be Thursday 11th December 2025. This matter will be dealt with at the next meeting of the Personnel Committee.

Town Clerk
12th November 2025

FINANCIAL MATTERS

(i) Budget Comparison Report

PERSONNEL COMMITTEE - BUDGET VS. ACTUAL 30.9.25	2025/26 Budget	2025/26 Actual to 30.9.25	Pro-rata 6/12
	£	£	£
Admin Salaries - Budget	142,500.00	73,800.93	71,250.00
Eye Tests - Budget	200.00	29.95	100.00
Emergency Staffing & Services - Budget (Deputising for Town Clerk + other)	1,100.00	0.00	550.00
Civic Attendance Budget (Mayors Sergeant only)	3,000.00	715.20	1,500.00
Parish Caretaker / Assistant Caretaker Salaries - Budget	74,300.00	36,759.64	37,150.00
Capital Project Staffing	1,000.00	0.00	500.00
Contribution to Staff Gratuity / Pension Fund Cessation Reserve Fund	3,000.00	3,000.00	N/A
Contribution to Staff Recruitment & Training Reserve Fund	2,000.00	2,000.00	N/A
Contribution to Staffing Provision Reserve Fund	1,000.00	1,000.00	N/A
Total Expenditure	228,100.00	117,305.72	111,050.00
Total Income (Capital Deposit Interest)	1,000.00	0.00	500.00
Net Expenditure	227,100.00	117,305.72	110,550.00

NB:

September overtime not included.

Adjustments for Capital Project Staffing and Emergency Cover will be made at year end.

Prepared by: Mrs C T Morris BSc (Hons) 10th September 2025

END