

# 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

29<sup>th</sup> September 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 8th October 2025** commencing at **11.00am**. 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](mailto:town.clerk@newromney-tc.gov.uk)

***The afore-mentioned meeting will commence at 11.00am.***

***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](http://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 8<sup>th</sup> OCTOBER 2025 AT 11.00AM**

**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\*):**  
To approve the minutes of the **Personnel Committee Meeting** held on **24<sup>th</sup> September 2025** (Attached hereto\*).
- 5. CLERK'S REPORT (Encs\*):**  
To receive and note the Clerk's Report\* on Personnel Matters, if available.
- 6. FINANCIAL MATTERS:**  
**Personnel Budget Comparison Report 2025-26**  
To receive and note the updated Personnel Budget Comparison Report for 2025-26, if available.
- 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 (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 Appointment**

(Confidential report to follow\*)

**(a)** If appropriate, to formally approve the appointment of a temporary part-time Caretaker/Cleaner 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 appointment as expediently as possible.

**(iii) Town Sergeant Appointment** (Confidential report to follow\*)

**(a)** If appropriate, to formally approve the appointment of a temporary Town Sergeant under a fixed-term 12-month zero hours contract initially.

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

**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, J Rivers, P Coe and P Peacock

**MINUTES**  
**Of**  
**A Meeting of New Romney Town Council's Personnel Committee**  
**Held in the Assembly Rooms, New Romney**  
**on Wednesday 24<sup>th</sup> 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 25<sup>th</sup> 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 25<sup>th</sup> 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.

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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 26<sup>th</sup> 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

## AGENDA ITEM 5

### **Personnel Report**

Nothing to report on this occasion.

Town Clerk  
29/09/25



## AGENDA ITEM 6

**Personnel Budget Comparison Report** not available on this occasion due to the close proximity to the previous Committee meeting held on 24th September 2025.

END