

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

16th March 2026

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 **Tuesday 24th March 2026** 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
TUESDAY 24th MARCH 2026 AT 10.00AM**

AGENDA

- 1. APOLOGIES:**
To receive the apologies of councillors unable to attend and approve reasons for absence.
- 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 especial **Personnel Committee Meeting** held on **17th December 2025** (Attached hereto*).
- 5. CLERK'S REPORT (Encs*):**
To receive and note the Clerk's Report* on Personnel Matters, if available (To follow).
- 6. FINANCIAL MATTERS (Encs*):**
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) Annual Review of Staff Absences

To receive and note the schedule of staff absences for 2025-26 (Confidential Report to follow) and take any such action thereon as may be deemed appropriate.

9. SUCCESSION PLANNING (Encs*):

To approve medium term succession plan to provide smooth transition without loss of skills, knowledge and understanding at the point in time of retirement of key officers (Confidential Report to follow).

10. CONCLUSION OF PRIVATE SESSION:

To consider concluding private session, if applicable.

11. INTERNAL STAFF REORGANISATION:

(i) To authorise the Clerk to undertake all such actions as are required to facilitate and implement an internal interview process with a view to appointing successful candidate to the post of Admin Clerk at the earliest opportunity with confirmed route for progression subject to successful completion of required qualifications.

(ii) To confirm contract basis of afore-mentioned post

(iii) To authorise the Clerk to undertake all such actions as are required to facilitate and implement an external recruitment process with a view to appointing successful candidate at the earliest opportunity to back-fill vacant clerical post.

(iv) To confirm contract basis of afore-mentioned post

Mrs. Catherine Newcombe - Town Clerk

Copied to Personnel Committee Members:

Councillors: P Thomas, J Rivers, P Coe, 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 17th December 2025
Commencing at 10.00am**

PRESENT: Councillors P Thomas, P Coe, P Peacock and K Terry

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

432/2025-26 **APOLOGIES FOR ABSENCE**

Apologies from Councillors not present at the meeting were duly received and noted as below:

Councillor J Rivere - who was unwell

433/2025-26 **DISPENSATION TO PARTICIPATE**

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

434/2025-26 **DECLARATIONS OF INTEREST**

None.

435/2025-26 **MINUTES**

Having duly considered the minutes of the Personnel Committee budget meeting held on 26th November 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 budget meeting held on 26th November 2025 be signed as a true and correct record.

The afore-mentioned minutes were signed by the Chairman.

436/2025-26 **CLERK'S REPORT**

The Clerk's report regarding personnel matters was duly received and noted.

437/2025-26 **FINANCIAL MATTERS**

The Clerk advised that there was no updated Personnel Budget Comparison Report for 2025-26 on this occasion due to the close proximity of the recent budget-setting meeting.

438/2025-26 **STAFF JOB DESCRIPTIONS**

(i) Having duly reviewed all existing staff job descriptions and having considered amendments thereto, it was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that all existing staff Job Descriptions be updated to include all amendments as presented, noting the requirement for some re-numbering following amendment.

(ii) Having duly considered a draft job description for an additional role of Admin Clerk, it was:

PROPOSED BY: Councillor Terry
SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that the staff Job Description for a role of Admin Clerk be hereby approved as presented.

439/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

@10.08AM Having considered the nature of matters to be discussed under Agenda Item 8 and, in view of the fact that sensitive 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 Coe
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.

440/2025-26 **STAFF MATTERS**

(i) Councillor / Staff Protocols

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

(ii) Staff Appraisal Process

The Staff Appraisal Process Output Report was duly received and noted by those present. Having duly considered outcomes identified therein, it was:

(a)

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that (i) in light of the fact that all staff had met or exceeded satisfactory expectations, the payment of all annual salary increments due as at 1st April 2026 be hereby approved, where applicable and that (ii) in recognition of the Parish Caretaker’s additional responsibility in the role of Team Leader, the payment of one additional salary point at such time as the top of the relevant salary scale has been reached be hereby approved as a ‘Personal Responsibility Point’*.

**A ‘Personal Responsibility Point’ is not transferable in such case as the post of Parish Caretaker is subsequently filled by a different / new staff member.*

(b)

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Peacock

UNANIMOUSLY RECOMMENDED – that the Town Council establish a councillor Events Working Party to assist Council Staff with the planning, organisation and manning of Town/Civic events.

(iii) Planning Clerk Appointment

Having duly considered the current temporary status of the Planning Clerk post and having noted that a probationary period had been successfully completed and the current post-holder had integrated well into the clerical team with no matters of concern, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that, in light of the Planning Clerk’s successful completion of a probationary period and integration into the clerical team, a permanent contract be awarded with effect from the end date of the current fixed-term contract, with remuneration commencing at the current salary point within the salary scale for the Planning Clerk post and with one incremental salary point rise with effect from 1st April 2026.

(iv) Mayor's Secretary Appointment

Having duly considered the current temporary status of the Mayor's Secretary / Clerical Assistant post and having noted that a probationary period had been successfully completed and the current post-holder had integrated well into the clerical team with no matters of concern, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that, in light of the Mayor's Secretary / Clerical Assistant's successful completion of a probationary period and integration into the clerical team, a permanent contract be awarded with effect from the end date of the current fixed-term contract, with remuneration commencing at the current salary point within the salary scale for the Mayor's Secretary / Clerical Assistant post and with one incremental salary point rise with effect from 1st April 2026.

441/2025-26 **CONCLUSION OF PRIVATE SESSION**

@10.20AM it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that private session be hereby concluded.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.20AM**.

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

TOWN CLERK'S REPORT – PERSONNEL COMMITTEE MEETING

24th March 2026

- 1) Two temporary staff members have been issued with **permanent contracts**, which have been duly accepted and signed.
- 2) The **Town Clerk Office** has relocated to the Town Hall's front meeting room space to free up office space for one additional staff member in 2026-27, as per previous resolution of the Personnel Committee and approval of associated budget provision by Full Council. As a result, small (non- full council/committee) meetings will now take place in the Mayor's Parlour. The Council Chamber or the Assembly Rooms can continue to be used for larger meetings.

Town Clerk
2nd March 2026

AGENDA ITEM 6

PERSONNEL COMMITTEE - BUDGET VS. ACTUAL 25.3.26

	2025/26 Budget	2025/26 Actual to 25.3.26
	£	£
Admin Salaries - Budget	142,500.00	147,737.67
Eye Tests - Budget	200.00	29.95
Emergency Staffing & Services - Budget (Deputising for Town Clerk + other)	1,100.00	0.00
Civic Attendance Budget (Mayors Sergeant only)	3,000.00	2,144.97
Parish Caretaker / Assistant Caretaker Salaries - Budget	74,300.00	65,113.59
Capital Project Staffing	1,000.00	0.00
Contribution to Staff Gratuity / Pension Fund Cessation Reserve Fund	3,000.00	3,000.00
Contribution to Staff Recruitment & Training Reserve Fund	2,000.00	2,000.00
Contribution to Staffing Provision Reserve Fund	1,000.00	1,000.00
Total Expenditure	228,100.00	221,026.18
Total Income (Capital Deposit Interest)	1,000.00	0.00
Net Expenditure	227,100.00	221,026.18

NB:

March overtime not included.

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

MCC caretaking costs = 22,141.84 Funded from Staffing Provision Reserve Fund.

Prepared by: Mrs C T Morris BSc (Hons) 10th March 2026

END