

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

7th April 2026

Dear Councillor,

Meeting of the Personnel Committee

An Especial Meeting of the Personnel Committee will be held in the Assembly Rooms, Church Approach, New Romney on **Tuesday 14th April 2026** commencing at **11.30am**. 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 11.30am.

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 14th APRIL 2026 AT 11.30AM**

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. 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.
- 5. 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) Admin Clerk Appointment**
To formally receive and note feedback from the Interview Panel following interview process for internal appointment of part-time Admin Clerk and:
 - (a)** As appropriate, to formally approve the appointment of part-time Admin Clerk with guaranteed pathway to progression on the basis of previously agreed terms.
 - (b)** To authorise the Clerk to undertake all necessary actions to facilitate internal reorganisation via the afore-mentioned appointment and to back-fill the resulting vacant post via external interview process as expediently as possible on the basis of previously agreed terms.

- 6. CONCLUSION OF PRIVATE SESSION:**
To consider concluding private session, if applicable.

Mrs. Catherine Newcombe - Town Clerk

Copied to Personnel Committee Members:
Councillors: P Thomas, J Rivers, P Coe, P Peacock and K Terry

END