

**MINUTES**  
**Of**  
**An Especial Meeting of New Romney Town Council's Personnel Committee**  
**Held in the Assembly Rooms, New Romney**  
**on Tuesday 21<sup>st</sup> January 2025**  
**Commencing at 10.03am**

**PRESENT:** Councillors J Rivers, P Thomas, P Coe and J Davies

**In the Chair:** Councillor P Thomas

**In Attendance:** Town Clerk - Mrs C Newcombe

479/2024-25 **APOLOGIES FOR ABSENCE**  
None.

480/2024-25 **DISPENSATION TO PARTICIPATE**  
No new requests for Dispensation to Participate had been processed by the Town Clerk.

481/2024-25 **DECLARATIONS OF INTEREST**  
None.

482/2024-25 **EXCLUSION OF PUBLIC AND PRESS**  
**@10.04AM**, having considered the nature of matters to be discussed under Agenda Item 7 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 Coe  
**SECONDED BY:** Councillor Davies

**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.

483/2024-25 **STAFF MATTERS**  
**(i) Councillor / Staff Protocols – Councillor Complaint**  
The Clerk's confidential report regarding a formal complaint received following the Full Council meeting held on Monday 13<sup>th</sup> January 2025 was duly received and noted.

Having considered the nature of the complaint and the provisions of the NRTC Complaints Procedure, which require that efforts should be made to resolve any complaint informally in the first instance, it was:

**PROPOSED BY:** Councillor Coe  
**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that the Chairman of the Council shall write to the Councillor identified [as subject of the complaint] regarding behaviour at Council meetings.**

**(ii) Personal Staff Matter**

Having duly considered the Clerk's confidential report regarding a personal staff matter, it was:

**(a)**

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that a 12-month unpaid sabbatical be hereby approved in respect of the Planning Clerk post, subject to identified conditions pertaining to a required notice period.**

**(b)**

**PROPOSED BY:** Councillor Davies  
**SECONDED BY:** Councillor Thomas

**RESOLVED UNANIMOUSLY – that (i) a previously interviewed candidate [as identified to those present] be invited to apply for the temporary post of Planning Clerk, if interested; (ii) the Clerk be authorised to undertake all such actions as may be required to advertise a fixed-term (13 month) temporary vacancy for the post of Planning Clerk and (iii) in consultation with the Chairman of the Council and the Chairman of the Personnel Committee, to make all necessary arrangements to undertake an interview procedure.**

484/2024-25 **CONCLUSION OF PRIVATE SESSION**

**@10.37AM, it was:**

**PROPOSED BY:** Councillor Rivers  
**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 @**10.37AM**.

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

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