

**MINUTES**  
**Of**  
**A Meeting of New Romney Town Council's Personnel Committee**  
**Held in the Assembly Rooms, New Romney**  
**on Tuesday 25<sup>th</sup> March 2025**  
**Commencing at 10.00am**

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

**In the Chair:** Councillor P Thomas

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

618/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Davies	– who was unwell
Councillor Rev Cn McLachlan	– for personal reasons

619/2024-25 **DISPENSATION TO PARTICIPATE**

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

620/2024-25 **DECLARATIONS OF INTEREST**

None.

621/2024-25 **MINUTES**

(i) Having duly considered the minutes of the especial Personnel Committee meeting held on 21<sup>st</sup> January 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

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

**RESOLVED UNANIMOUSLY – that the minutes of the Personnel Committee meeting held on 21<sup>st</sup> January 2025 be signed as a true and correct record.**

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

(ii) Having duly considered the minutes of the especial Personnel Committee meeting held on 12<sup>th</sup> February 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

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

**RESOLVED UNANIMOUSLY – that the minutes of the Personnel Committee meeting held on 12<sup>th</sup> February 2025 be signed as a true and correct record.**

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

622/2024-25 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

623/2024-25 **FINANCIAL MATTERS**

The Personnel Budget Comparison Report 2024-25 was duly received and noted.

624/2024-25 **SALARIES REVIEW**

Having duly considered the detailed output report of the recently commissioned independent salaries review, and noting that appropriate budget provision had been put in place via the annual budget setting process for 2025-26, it was:

**PROPOSED BY:** Councillor Thomas  
**SECONDED BY:** Councillor Rivers

**RESOLVED UNANIMOUSLY – that revised salary scales be approved and adopted, as presented, and implemented with effect from 1<sup>st</sup> April 2025.**

Newly adopted salary scales are, therefore, as follows:

Town Clerk	SP42-SP45
RFO & Deputy Town Clerk	SP29-SP32
Finance Clerk	SP22-SP25
Facilities & Communications Clerk	SP22-SP25
Planning Clerk	SP18-SP21
Clerical Assistant/Mayor's Secretary	SP13-SP16
Parish Caretaker	SP13-SP16
Assistant Caretaker	SP09-SP12
Maude CC Caretaker/Cleaner	SP11-SP14

625/2024-25 **STAFF VACANCY**

Having duly considered the requirement to appoint one or more persons to the new role of Maude Community Centre Caretaker / Cleaner in light of the forthcoming completion of the new community facility, it was:

(i)

**PROPOSED BY:** Councillor Thomas  
**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that the draft Job Description and Person Specification for Maude Community Centre Caretaker / Cleaner be approved and adopted, noting agreed additions\*.**

\*Agreed additions were clauses to identify responsibility for undertaking monthly condition checks in respect of the ground floor sports pavilion and the annex building.

(ii)

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

**RESOLVED UNANIMOUSLY – that the details of the recruitment advertisement in respect of the role of Maude Community Centre Caretaker / Cleaner be hereby approved, as amended.\***

\*Amendments identified minimum of 5 working hours per day and minor typographical / grammatical changes.

(iii)

**PROPOSED BY:** Councillor Thomas  
**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that the initial basis of employment shall be 12 month fixed-term part-time contract(s) based on a minimum of 5 contracted hours per day plus contractual overtime at standard rate as required.**

(iv)

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

**RESOLVED UNANIMOUSLY – that the Clerk be authorised to take all such actions as are required to facilitate and implement the recruitment process with a view to appointing successful candidate(s) [in the role of Maude Community Centre Caretaker / Cleaner] at the earliest opportunity.**

626/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

**@10.39AM**, having considered the nature of matters to be discussed under Agenda Item 10 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 Coe

**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.

627/2024-25 **STAFF MATTERS**

**(i) Councillor / Staff Protocols**

There was nothing of report on this occasion.

**(ii) Annual Review of Staff Absences**

The schedule of staff sickness absence for 2024-25 was duly received and noted.

628/2024-25 **CONCLUSION OF PRIVATE SESSION**

**@10.41AM**, it was:

**PROPOSED BY:** Councillor Thomas

**SECONDED BY:** Councillor Rivers

**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 **@10.41AM**.

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

