

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

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

**In the Chair:** Councillor P Thomas

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

The Business of the meeting commenced at 10.01am.

105/2025-26 **ELECTION OF COMMITTEE CHAIRMAN**

Having duly considered the previously approved membership of the Personnel Committee for 2025-26 and having also considered the requisite skills, knowledge and understanding for relevant Committee leadership, nominations for the position of Chairman of the Personnel Committee were called for.

It was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Davies

That Councillor Thomas be elected as Chairman of the Personnel Committee for the 2025-26 Civic year.

There were no further nominations.

A vote ensued and it was:

**RESOLVED UNANIMOUSLY – that Councillor Thomas be hereby elected as Chairman of the Personnel Committee for the 2025-26 Civic year.**

106/2025-26 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Rivers – for personal reasons

107/2025-26 **DISPENSATION TO PARTICIPATE**

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

108/2025-26 **DECLARATIONS OF INTEREST**

None.

109/2025-26 **MINUTES**

Having duly considered the minutes of the Personnel Committee meeting held on 26<sup>th</sup> March 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Thomas

**RESOLVED – that the minutes of the Personnel Committee meeting held on 26<sup>th</sup> March 2025 be signed as a true and correct record.**

Councillors Davies and Peacock abstained from voting as they had not been present at the afore-mentioned meeting.

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

110/2025-26 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

111/2025-26 **FINANCIAL MATTERS**

The updated Personnel Budget Comparison Report 2025-26 was not available on this occasion due to the close proximity to the start of the current financial year.

112/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

**@10.05AM**, having considered the nature of matters to be discussed under Agenda Item 9 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.

113/2025-26 **STAFF MATTERS**

**(i) Councillor / Staff Protocols**

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

**(ii) Maude Community Centre Caretaker / Cleaner**

Having duly considered the Town Clerk's confidential report regarding appointment of two temporary part-time caretaker / cleaners to be based primarily at the new Maude Community Centre, it was:

**PROPOSED BY:** Councillor Peacock

**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that (i) two candidates, as identified to those present, be appointed as temporary, part-time Cleaner Caretakers, to be based primarily at the Maude Community Centre; both to be appointed on the basis of a minimum 18 paid hours over 3.5 days per week, with contractual overtime payable at basic rate, as required and directed by the employee's Line Manager, under a fixed-term 12 month contract, initially, with potential for permanent employment thereafter, noting that the salary scale for the position has been set at SP11 – SP14 on the nationally agreed salary scale, and the starting salary shall be set at SP11; (ii) the Clerk be authorised to take all such actions as are required to facilitate the afore-mentioned appointments as expediently as possible and (iii) it be hereby confirmed that salaries in respect of the afore-mentioned appointments are to be funded from the Staffing Provision Reserve Fund in the first instance, and then to be fully accounted for in the setting of the Personnel Budget for 2026-27 that is to be presented to the Finance and General Purposes Committee and, subsequently, Full Council for final approval.**

114/2025-26 **CONCLUSION OF PRIVATE SESSION**

**@10.20AM**, it was:

**PROPOSED BY:** Councillor Peacock

**SECONDED BY:** Councillor Davies

**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 **@10.20AM**.

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

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