

MINUTES
Of
A Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Wednesday 24th September 2025
Commencing at 10.00am

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

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

The Business of the meeting commenced at 10.00am.

254/2025-26 **APOLOGIES FOR ABSENCE**

None.

255/2025-26 **DISPENSATION TO PARTICIPATE**

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

256/2025-26 **DECLARATIONS OF INTEREST**

None.

257/2025-26 **MINUTES**

Having duly considered the minutes of the Personnel Committee meeting held on 25th June 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 – that the minutes of the Personnel Committee meeting held on 25th June 2025 be signed as a true and correct record.

Councillor Rivers abstained from voting as he had not been present at the afore-mentioned meeting.

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

258/2025-26 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

259/2025-26 **FINANCIAL MATTERS**

The updated Personnel Budget Comparison Report 2025-26 was duly received and noted.

260/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

@10.04AM, having considered the nature of matters to be discussed under Agenda Item 8 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 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.

261/2025-26 **STAFF MATTERS****(i) Councillor / Staff Protocols**

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

(ii) Staff Succession Planning

The Personnel Committee duly considered the Town Clerk’s confidential report regarding succession planning and associated publicly published documents which had been previously circulated to Committee Members, and it was agreed that the Clerk would further develop the discussion paper for presentation to the Council. However, having given consideration to the afore-mentioned supplementary papers, it was agreed that there was a more immediate need to consider internal reorganisation to accommodate an additional part-time member of the clerical team on a permanent basis. It was also noted that the Council was required by its Pension Provider to adopt a Policy on Employer Pensions Discretions and Flexible Retirement. Having considered these specific matters, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that (a) subject to approval of associated budget requirement within the approved NRTC budget for 2026-27, a permanent part-time Admin Clerk be appointed through internal reorganisation, commencing at salary point SP18 on salary scale SP18-SP21 for 12 hours per week plus, initially, 3 additional paid training hours* per week [*requirement for additional training hours to be periodically reviewed by the Personnel Committee], commencing 26th March 2026 and that (b) the Personnel Committee hereby recommends that the Employer Pensions Discretions Policy and Policy on Flexible Retirement, as presented, be approved by Full Council and adopted with immediate effect.

262/2025-26 **CONCLUSION OF PRIVATE SESSION**

@10.44AM, it was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Thomas

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 **@10.44AM**.

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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