

MINUTES
Of
A Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Wednesday 8th October 2025
Commencing at 11.00am

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

In the Chair: Councillor P Thomas

In Attendance: Deputy Town Clerk - Mrs C T Morris

The Business of the meeting commenced at 11.00am.

263/2025-26 **APOLOGIES FOR ABSENCE**

None.

264/2025-26 **DISPENSATION TO PARTICIPATE**

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

265/2025-26 **DECLARATIONS OF INTEREST**

None.

266/2025-26 **MINUTES**

Having duly considered the minutes of the Personnel Committee meeting held on 24th September 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 UNANIMOUSLY – that the minutes of the Personnel Committee meeting held on 24th September 2025 be signed as a true and correct record.

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

267/2025-26 **CLERK'S REPORT**

Nothing to report on this occasion.

268/2025-26 **FINANCIAL MATTERS**

The updated Personnel Budget Comparison Report 2025-26 was not available on this occasion due to the close proximity to the previous Committee meeting held on 24th September 2025.

269/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

@11.01AM, 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.

270/2025-26 **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

Following due consideration, regarding the appointment of a temporary, part time caretaker / cleaner to be based primarily at the new Maude Community Centre, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that (i) the candidate, as identified to those present, be appointed as temporary, part-time Caretaker , to be based primarily at the Maude Community Centre; 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 appointment as expediently as possible, if, for any reason, the appointment is declined by the identified preferred candidate, then the post be offered directly to the identified second-place candidate and (iii) it be hereby confirmed that salary in respect of the afore-mentioned appointment is 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.

(iii) Town Sergeant

Following due consideration, regarding the appointment of a temporary Town Sergeant, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that (i) the candidate, as identified to those present, be appointed as temporary Town Sergeant under a fixed-term 12 month zero hours contract, initially, with potential for permanent employment thereafter, noting that the hourly rate for the position has been set at the prevailing Civic rate; (ii) the Clerk be authorised to take all such actions as are required to facilitate the afore-mentioned appointment as expediently as possible (iii) it be hereby confirmed that salary in respect of the afore-mentioned appointment is to be funded from the Personnel Budget.

271/2025-26 **CONCLUSION OF PRIVATE SESSION**

@11.16AM, it was:

PROPOSED BY: Councillor Peacock

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 **@11.16AM**.

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 Deputy Town Clerk

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