

MINUTES
Of
A Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Tuesday 24th March 2026
Commencing at 10.00am

PRESENT: Councillors J Rivers, P Thomas, P Coe and K Terry

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

584/2025-26 **APOLOGIES FOR ABSENCE**

Apologies from Councillors not present at the meeting were duly received and noted as below:

Councillor P Peacock - due to work commitments

585/2025-26 **DISPENSATION TO PARTICIPATE**

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

586/2025-26 **DECLARATIONS OF INTEREST**

None.

587/2025-26 **MINUTES**

Having duly considered the minutes of the Personnel Committee budget meeting held on 17th December 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Coe

RESOLVED – that the minutes of the Personnel Committee meeting held on 17th December 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 signed by the Chairman.

588/2025-26 **CLERK'S REPORT**

The Clerk's report regarding personnel matters was duly received and noted.

589/2025-26 **FINANCIAL MATTERS**

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

590/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

@10.02AM Having considered the nature of matters to be discussed under Agenda Item 8 and, in view of the fact that sensitive 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 Terry

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.

591/2025-26 **STAFF MATTERS****(i) Councillor / Staff Protocols**

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

(ii) Annual Review of Staff Absences

The Clerk's confidential report on staff absences during the 2025-26 financial year was duly received and noted, with no concerns arising.

592/2025-26 **SUCCESSION PLANNING**

The Clerk presented a detailed confidential report in respect of the need for succession planning to protect the Council from loss of experience, skills, knowledge and understanding as well as potential loss of GPC (General Power of Competence), which would limit the Council in its ability to continue to act in a proactive and progressive manner for the benefit of the Town and its residents, due to approaching retirement of key officers. The details of the report were discussed at length and any questions thereon were put and answered.

Having duly considered this matter and noting that the required Personnel Budget in respect of 2026-27 was formally approved by Full Council on 12th January 2026, it was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that (i) the Clerk be authorised to undertake all such actions as are required to facilitate internal re-organisation via creation of new Admin Clerk post (effective from 1st April 2026 or as soon as practicable thereafter) and transfer of staff member into that post via internal interview process and external recruitment process to fill vacated post; (ii) the proposed Succession Plan be hereby formally approved as presented:

- *2026 Appoint internally to role of Admin Clerk subject to successful internal interview (interview on premise of guaranteed promotion to post of Town Clerk in 2029 or at such time as the existing postholder confirms intention to step down, subject to successful completion of six-month probationary period in Admin Clerk post and completion of ILCA, FILCA and CILCA qualifications)*
- *Recruit replacement Clerical Team Member ;*
- *Town Clerk to commence training and support of Admin Clerk working towards ILCA and FILCA qualifications*
- *2027 continue training and support working towards CILCA qualification for Admin Clerk*
- *Recruit replacement Finance Clerk [2027 or appropriate time thereafter] subject to successful interview (interview on premise of guaranteed promotion to post of RFO / Deputy Clerk at such time as the existing postholder confirms intention to step down, subject to successful completion of six month probationary period in Finance Clerk post and completion of ILCA & FILCA qualifications)*
- *2028 continue training and support of Admin Clerk working towards completion of CILCA*
- *Commence training and support of Finance Clerk working towards completion of ILCA and FILCA*
- *2029 Town Clerk/Admin Clerk Job Swap implemented with on-going in-house support for new Town Clerk; Confirm salary points to be SP32 (Temporary salary) in re newly appointed Admin Clerk (with additional support and joint staff management obligations) @12 hours per week / SP42 newly appointed Town Clerk @22.5 hours per week*
- *2030 Admin Clerk salary point reduced to basic rate (with no additional support / management obligations) SP21* @12 hours per week*
- *2030 or any point thereafter RFO/ Finance Clerk Job Swap implemented; confirm salary points to be RFO SP29 / Finance Clerk SP25*

**Subject to formal salary scale review at time of next 5-yearly review*

(iii) the Clerk be authorised to issue formal notice of approved succession plan, including details of approved scheduled appointments, to relevant staff members following appointment of Admin Clerk in 2026 and Finance Clerk in 2027 (or any point prior or thereafter), subject to successful interview, and (iv) the Clerk's confidential report in respect of Succession Plan be appropriately redacted and released in the redacted form into the public domain.

593/2025-26 **CONCLUSION OF PRIVATE SESSION**

@10.36AM it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that private session be hereby concluded.

594/2025-26 **INTERNAL STAFF REORGANISATION**

In light of the previously approved Internal Reorganisation and Succession Plan, it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that (i) the Clerk be authorised to undertake all such actions as are required to facilitate and implement an internal interview process with a view to appointing successful candidate to the post of Admin Clerk at the earliest opportunity with confirmed route for progression subject to successful completion of required qualifications; (ii) the confirmed contract basis for the afore-mentioned post shall be permanent appointment with no loss of salary point; (iii) the Clerk also be authorised to undertake all such actions as are required to facilitate and implement an external recruitment process with a view to appointing successful candidate at the earliest opportunity to back-fill vacant clerical post and (iv) the confirmed contract basis for the afore-mentioned post shall be 12-month temporary appointment with potential to become permanent, commencing at the bottom salary point on the relevant salary scale.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.40AM.**

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