

LYDD TOWN COUNCIL

**PERSONNEL COMMITTEE**

**To be held on Monday 3<sup>rd</sup> October 2022 at 6.30 pm  
In the Guild Hall Chamber**

**As with any meeting the only item(s) of business will be stated on the summons**  
The attendance of the following Councillors is requested at the above meeting:  
Councillors Darren Chapman, Clive Goddard, Bob Jones Paul Rye, Martin Sweeney.

**AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Council's Code of Conduct and by the Localism Act 2011.

**3. MINUTES (enclosed)**

The minutes of the meeting held on Monday 6<sup>th</sup> June 2022 to be agreed as a true record of the meeting and signed by the Chairman

**4. PRESS AND PUBLIC EXCLUDED**

*To consider to resolve that this meeting be held without press or public present as the content of discussions will involve sensitive and confidential matters and is therefore exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the local Government Act 1972, to be treated as confidential by Members*

**5. PENSION RE-ENROLLEMENT (enclosure)**

To receive the briefing note and to agree the date set for compliance with the re-declaration

**6. SAFEGUARDING POLICY (enclosure)**

- a) To note that as part of the support and funding from the Lawn Tennis Association for the Dennes Lane tennis courts that the Town Council is required to adopt a Safeguarding Policy
- b) To consider the appointment and training of a Safeguarding Officer for Lydd Town Council

**7. FREEDOM OF INFORMATION REQUESTS**

To receive an update from the Chairman and the Committee to consider any action.

**8. APPRAISALS AND STAFF MEETING**

- a) To agree the date for the staff appraisals
- b) To appoint the appraisal panel

**9. BUDGET SETTING**

Councillors to review the budget head allocated for staff costs.

**10. CHRISTMAS CLOSURE**

To consider the dates recommended for the Christmas closure and staff holidays.

**11. STAFFING MATTERS**

Town Clerk to report on any matters affecting members of staff  
Chairman and Committee members to raise any concerns regarding staffing matters

Angela Alexander BA (Hons)  
Town Clerk  
28<sup>th</sup> September 2022