

## LYDD TOWN COUNCIL

### PERSONNEL COMMITTEE

**To be held on Monday 28<sup>th</sup> October 2024 at 6.30pm In the Guild Hall Chamber**

The attendance of the following Councillors is requested at the above meeting:  
Councillors Darren Chapman (Chairman), Clive Goddard, Robert 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 (enclosure)**

The minutes of the meeting held on Wednesday 22<sup>nd</sup> July 2024 to be agreed as a true record of the meeting and signed by the Chairman

#### **4. CONFIDENTIALITY**

Chairman to advise on the subject of confidentiality

#### **5. 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

#### **6. ONLINE BANKING**

- a) Following decision to work towards online banking Town Clerk to report on progress since the reports to the July meeting.
- b) Councillors to consider and agree the next actions to progress the move to online banking
- c) Councillors to consider the draft procedure for online banking and councillor audit of payments.

#### **7. ICO APPEAL RESIDENT OF LYDD VS ICO (enclosure)**

**FT/EA/2024/0338: [REDACTED] vs Information Commissioner - IC-313665-H4V8**

Councillors to note that the resident has appealed the ICO decision and receive report.

#### **8. EXTERNAL AUDIT**

To note the conclusion of Audit by Mazars and related correspondence

#### **9. TENNIS COACHING AND MEETING WITH LTA**

Town Clerk to report on latest position with delivery of tennis coaching and meeting with the LTA

#### **10. STAFF APPRAISALS**

- a) Chairman to report on Staff appraisals held on 2<sup>nd</sup> October and to consider any recommendations.
- b) Councillors to note that the Finance Officers 6- month probation period has now come to an end  
Councillors to review and consider the number of hours per week and the hourly rate and the issue of contract of employment.
- c) Councillors to note the costs for additional maintenance work and to consider the costs for contractor hours for future maintenance work and agree the way forward.

### **11. BUDGET SETTING**

Further to the decisions at agenda item 10 to consider the amounts to be included in the budget for the following:

- a) Staff salaries
- b) Pensions (to note to include Finance Officer)
- c) Honorarium for Town Sergeant and determine the budget head this should be included in
- d) Contractor maintenance costs and any other associated costs.

### **12. TOWN MAYOR TO REPORT ON COUNCILLOR CONDUCT**

Further to the Town Mayor reporting on his communications with KALC regarding a member of Lydd Town Council at the July meeting to consider further concerns raised.

### **13. CHRISTMAS AND NEW YEAR HOLIDAY CLOSURE**

Councillors to consider the holiday closure and reopening dates for the Christmas and New Year period.

Angela Alexander BA (Hons)  
Town Clerk  
23<sup>rd</sup> October 2024

A handwritten signature in black ink, appearing to be 'Angela Alexander', written in a cursive style.