

**PERSONNEL COMMITTEE**

**To be held on Monday 17<sup>th</sup> February 2025 at 6.00pm In the Guild Hall Chamber**

The attendance of the following Councillors is requested at the above meeting:  
Councillors Darren Chapman, 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 28<sup>th</sup> October 2024 to be agreed as a true record of the meeting and signed by the Chairman

**4. PRESS AND PUBLIC EXCLUDED**

To consider that this meeting be held without press or public present as the content of discussions will involve 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. STAFFING MATTERS (enclosure)**

- A) To consider the updated job description for finance officer
- B) To consider the draft contract of employment for finance officer and agree for signing
- C) To note the Pension letter for finance officer and agree for signing
- D) SLCC membership
- E) Any other staffing matters requiring consideration to be reported by Chairman and/or Clerk

**6. REVIEW OF POLICIES AND PROTOCOL**

- a) To review and update the Unreasonable Behaviour Policy
- b) To review and update the Officer Councillor Policy

**7. COMPLAINTS/FOI REQUESTS (enclosure)**

- a) To consider various complaints received
- b) To note Freedom of Information requests, response and request for a review
- c) Councillors to consider background correspondence.

**8. COUNCILLORS REQUESTS TO BE APPOINTED TO THE PLANNING COMMITTEE**

To note that newly elected Councillors Crump and Lewis have requested that they be appointed to the Planning Committee to fill the two vacancies. Councillors to consider their request.

**9. APPOINTMENT TO COMMITTEES AND OUTSIDE BODIES**

To review the process and Councillors request form.

**10. DRAFT MEETING DATES**

- a) Councillors to consider and agree the meeting date schedule for Council and Committee meetings for 2025-26 in line with current staffing levels and contracts of employment.
- b) To agree date of next Personnel Committee meeting (April – change of date due to Mayor Making

**11. SUMMER HOLIDAY CLOSURE**

Councillors to consider and agree the summer holiday closure dates in line with the meeting schedule

**12. ICO FT/EA/2024/0338: [REDACTED] vs ICO - IC-313665-H4V8 (enclosure)**

To note that following a decision of the Information Commissioners Office in favour of Lydd Town Council that the resident concerned has now withdrawn their appeal against the ICO's decision.

Angela Alexander BA (Hons) Town Clerk  
12<sup>th</sup> February 2025