

**LYDD TOWN COUNCIL**

Guild Hall  
13 High Street  
Lydd  
ROMNEY MARSH  
Kent  
TN29 9AF

**PERSONNEL COMMITTEE  
Monday 28<sup>th</sup> January 2019 at 6 pm  
in the Chamber at the Guild Hall**

The attendance of the following Councillors is requested at the above meeting:  
The Town Mayor, Cllr. R. S. Jones, The Deputy Town Mayor Mrs C. Waters and Councillors,  
Cllr. T. Allen, C. Goddard, A.R.J. Hills, E.H. Last and M. F 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 last meeting on Monday 8<sup>th</sup> October 2018 to be approved and signed.

**4. PRESS AND PUBLIC EXCLUDED**

*To consider and resolve that this meeting be held without press or public present as the content of discussions may involve employment 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. CHAIRMAN'S OPENING REMARKS CONCERNING CONFIDENTIALITY**

- A) The Chairman to address members of the Committee on this matter
- B) To consider a breach of confidentiality of matters discussed at the last meeting

**6. GDPR**

- a) To consider the quote for purchase and ongoing SLA for laptops for Councillors
- b) To consider the re-appointment of Satswana as the DPO

**7. HOLIDAY HOURS (enclosure)**

To consider the current position on untaken holiday hours and the projection to end of year

**8. TOWN SERGEANT HOURS (enclosure)**

To consider a request from the Mayor for additional working hours in this leave year for the Town Sergeant to drive to social events

**9. WORKLOAD (enclosure)**

- To receive a report on the impact of the current meeting cycles on the following
- a) Workload for staff members

**10. DRAFT MEETING DATES (enclosure)**

To note and consider adoption of the proposed timetable of Council and Committee meeting dates.

**11. SIX MONTH REVIEW OF NEW STAFF MEMBERS**

The Chairman to report on the review meetings and the recommendations for:

- a) Diane Cavey
- b) Gary Ingram

**12. CIVIC ROBES**

- A) To receive an update from the Town Clerk on the cleaning and repair of the Town Sergeants robes.
- B) To consider the quotation for ties and scarves

**13. DECORATING OF OFFICES**

To receive a report from the Town Clerk on the arrangements to facilitate this work.

**14. MAYOR MAKING 2019**

To receive an update from the Town Clerk and consider arrangements.

**15. CODE OF CONDUCT COMPLAINTS**

To note information from the Monitoring Officer at Folkestone and Hythe District Council and the External Investigator to the Town Clerk following the receipt of Code of Conduct Complaints

**16. RESPONSE TO CORRESPONDENCE**

Cllrs Goddard, Sweeney and Mrs Waters to remain to discuss an appropriate response to the letter sent to each of them.

Angela Alexander  
Town Clerk  
23<sup>rd</sup> January 2019