**LYDD TOWN COUNCIL**

**PERSONNEL COMMITTEE**

 **To be held on Monday 20th October 2025 at 6.00pm In the Guild Hall Parlour**

The attendance of the following Councillors is requested at the above meeting:

Councillors Darren Chapman, Clive Goddard, Robert Jones, Paul Rye.

**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.

1. **MINUTES (enclosure)**

The minutes of the meeting held on 23rd June 2025 to be agreed as a true record of the meeting and signed by the Chairman

1. **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

1. **RESIGNATION OF COUNCILLORS**

To note that following the resignation of two councillors (Mrs McKenna and Martin Sweeney) Councillors to consider and agree on the following:

 **Following the resignation of Martin Sweeney**

1. To consider an additional signatory for Unity Bank.
2. Both the Municipal Charities and Ex Servicemen’s Club have been advised and Councillors to consider a Councillor to be appointed to the Ex-Servicemen’s Club at their request.
3. To consider the first-choice requests for appointment to the Personnel Committee

**Building and Amenities Committee vacancies**

1. To note that at the May Annual Statutory Meeting that Cllr Beach had requested to be first refusal on appointment to the Buildings and Amenities Committee should a vacancy arise and that Maria was appointed as a substitute for the meeting held on 6th October.
2. To consider all requests for the appointment to vacancies on Buildings and Amenities Committee. (2 vacancies)
3. **LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025/26 (enclosure)**

Councillors to note that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. They encourage employers to implement this pay award as soon as possible. These should be retrospectively applied from 1 April 2025.

1. **STAFF APPRAISALS**

***To note that appraisals rescheduled to 22nd October and a short meeting will take place if required***

1. **STAFFING MATTERS**
2. Chairman to report on follow up progress meeting with member of staff – Councillors to consider and agree on any action.
3. To review cost per hour for contractor’s time on jobs and allocation of works within this budget head
4. Review of Staff working hours and TOIL review – to consider the allocation of hours (this matter previously raised at the June meeting by a Councillor and agreed to be an agenda item for discussion)
5. Review of Officer time allocated to Councillor led community events.
6. **IT EQUIPMENT (enclosures)**

Councillors to note that the remaining two laptops will need to be upgraded to newer versions and that all Councillors iPads will be unable to be upgraded and will need replacements. Councillors to consider if small pre-used laptops would be preferred option as there has been difficulty for some Councillors in using iPads to help inform budget setting for full Council.

1. **DAILY OFFICE EXPENDITURE**

Councillors to consider options for day-to-day cost savings. Think before You Print policy, turning off heating when not in buildings etc.

1. **BUDGET SETTING (enclosure)**
2. Councillors to review the current years budget head for salaries and pensions and consider the amounts to be included in the forthcoming budget heads for 2026-27
3. Councillors to review the Town Sergeant Honorarium which is included in the Mayoral Allowance budget head currently £800
4. Councillors to review the Mayoral Allowance currently £2,000
5. **BUILDING SECURITY (enclosure)**

Following a seminar on Martyn’s Law Town Clerk to report.

1. **VEXATIOUS BEHAVIOUR**

Following a report to full Council at the September meeting by the Chairman of the Personnel Committee

In press and public excluded -Councillors to receive a further report on related matters for their consideration.

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 Angela Alexander BA (Hons) Town Clerk

15th October 2025