

MINUTES OF A MEETING OF LYDD TOWN COUNCIL PERSONNEL COMMITTEE

held virtually by zoom on Monday 15th March 2021 at 6.30 pm

Present: Councillors Darren Chapman (Chairman), Mrs Ann Duncan, Clive Goddard, Paul Rye, Martin Sweeney

Angela Alexander – Town Clerk

56. APOLOGIES FOR ABSENCE

All present

The Chairman welcomed members of the Committee to the meeting and said that there is lots for the Committee to follow up on and that we now have the date for the bespoke training session for Councillors to address some of the matters raised in the Internal Audit report.

57. DECLARATIONS OF INTEREST

Cllr Chapman declared an interest in the item relating to the Panel looking at complaints resulting from a Planning Committee meeting.

58. MINUTES

RESOLVED: The minutes of the last meeting on Monday 1st February 2021 were approved and signed by the Chairman as a true record.

***Proposed by Cllr Mrs Duncan and seconded by Cllr Goddard
Unanimous***

59. PRESS AND PUBLIC EXCLUDED

***RESOLVED: 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
Unanimous***

60. TO RECEIVE REPORTS ON THE OUTCOME OF THE PANEL MEETINGS

Confidential report No. 2021/C0001

a) Panel investigating the complaints received arising from the January 2021 Planning Committee meeting

b) Panel progressing the Internal Auditors report and recommendations

***RESOLVED: That the Confidential reports referring to items 60 a and b be agreed
Unanimous***

61. STATEMENT MADE BY CHAIRMAN AT THE TOWN COUNCIL MEETING HELD ON 8TH MARCH 2021

Confidential report No. 2021/C0002

a) ***RESOLVED: That the draft letter from the Chairman as agreed be sent to all members of staff confirming that the Council values their loyalty and service.***

b) ***RESOLVED: That a letter be sent by the Chairman of Personnel to all Councillors requesting their attendance at the bespoke training session to be delivered by a solicitor to address the actions of two Councillors which were highlighted in the Internal Auditors report.***

62. DRAFT MEETING DATES**Confidential report No. 2021/C0003**

The Committee had received the draft meeting dates which now included the General Purposes Committee for consideration.

RESOLVED: that the meeting schedule be accepted and put to full Council at the Annual Council meeting. Staffing levels could be examined if it was determined more meetings were needed and budget accordingly. Proposed by Cllr Chapman and seconded by Cllr Goddard.

For: 4 Cllrs Chapman, Duncan, Goddard, Rye

Abstention: 1 Cllr Sweeney

63. APPOINTMENT TO COMMITTEES AND OUTSIDE BODIES

RESOLVED: that the appointment to Committees as previously established according to completed skills forms runs until May 2022 and that the form for councillors to advise which outside bodies, they wish to be considered for be circulated with the paperwork for the Annual Council Meeting.

Unanimous

64. PREPARING FOR RETURN TO WORK AND PHYSICAL MEETINGS**Confidential report No. 2021/C0004**

The Committee discussed measures that the Council as an employer need to put in place prior to return to work and physical meetings in line with Covid requirements.

RESOLVED: That on the return to work from 21st June (Covid permitting) the staff work during the opening hours of the Guild Hall Monday, Wednesday and Thursday 9am to 12.30pm and continue their working day from home outside these hours. The return to meetings and general access to the public will be managed in accordance with the guidance from the sector nearer the time on what is considered safe and access to the Chamber will be limited in accordance with a risk assessment on safe numbers. The decision on the access to meetings and reception will be displayed on notices on the door and the website.

Unanimous

65. COMPLAINT**Confidential report No. 2021/C0005**

RESOLVED: That following the letter of complaint from the Town Mayor, Cllr. Snell about a Councillor's behaviour that a strong letter be sent to the Councillor in question to be agreed by the Committee explaining that his behaviour is not acceptable and should stop and that an apology be given to the member of staff by the Councillor.

Unanimous.

The meeting closed at 8.10pm

Chairman _____

Date _____