

MINUTES OF A MEETING OF LYDD TOWN COUNCIL PERSONNEL COMMITTEE

Held on Monday 3rd April 2023 at 6.30 pm in the Guild Hall Chamber

Present: Councillors Darren Chapman (Chairman), Clive Goddard, R.S. Jones. Paul Rye

Angela Alexander – Town Clerk

72. APOLOGIES FOR ABSENCE

Cllr Martin Sweeney, Town Mayor (holiday)

73. DECLARATIONS OF INTEREST

There were none

74. MINUTES

RESOLVED: The minutes of the meeting held on Monday 30th January 2023 were agreed as a true record of the meeting and signed by the Chairman

Proposed by Cllr Jones and seconded by Cllr Goddard

For: 3

Abstention: 1 Cllr Chapman (not present at the last meeting)

75. 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

76. CONFIDENTIALITY

The Chairman reminded Councillors of the need for confidentiality on matters covered at the meeting and that no discussion should take place outside the meeting.

77. RETENTION AND DELETION POLICY (appendix A page 57 to 67)

The Town Clerk reported that advice had been received from our DPO with recommendations to update the GDPR retention policy to include the procedures to follow for deletion of both paper and computer records. With this in mind a draft Retention and Deletion Policy had been circulated to Councillors for consideration

RESOLVED: To adopt the updated Retention and Deletion Policy as circulated.

Proposed by Cllr Paul Rye and seconded by Cllr Jones

Unanimous

78. UPDATE ON STAFF EMPLOYMENT AND ROLES

Confidential report. 2023/C0007

a) Caretaker role

The Chairman, Cllr Darren Chapman reported that in response to the advertisement for the role of Caretaker there had been three applications received prior to the date set for interviews and then one late applicant. The first three candidates had all been interviewed by the Mayor, Chairman of Personnel and the Town Clerk on the same

morning. Following discussion about the merits of each candidate it was agreed that there was one suitable candidate from the three but that the fourth candidate had a good application form and should also be interviewed. The fourth candidate was interviewed the following week and most suitable candidate from the first round of interviews was invited for a second interview which went very well. On the basis that the candidate who had been interviewed twice was the most suitable for the role two references were followed up from both the current employer and the previous employer which had been received and were excellent. The Town Clerk handed out the references for the Committee members to consider. The Committee agreed that the position should be offered on a probationary period of six months and the Chairman said that he would like to sit down with the new caretaker after the first month to ensure things were progressing well.

RESOLVED: That Anthony Quelch be offered the role of Caretaker at the pay scale SCP9 for a six- month probationary period starting on May 3rd 2023 working 15 hours per week on Monday and Thursday from 9am until 1pm and on Wednesday from 9am until 5pm. It was agreed that appropriate PPE and equipment be ordered for him ready for his start date. Salary to be reviewed after the six-month probationary period.

Unanimous

b) Finance Assistant

The Chairman advised that some of this work had now been outsourced to GMP in Rye and that at the present time the Town Clerk will pick up anything not being done by the Accountants. The Chairman raised concerns about the amount of work that the Town Clerk takes on and the hours worked.

Received and noted

Cllr Goddard said that he would like to congratulate the Chairman and Town Clerk on the smooth process for both these roles and the interviewing of the caretaker which he said can be difficult to get right.

c) Shadowing Town Sergeant

The Chairman advised that at the Town Sergeants appraisal it was noted how knowledgeable he was about the role and it would be a shame if this was lost. The idea of someone to shadow and be in an apprentice role to learn the ropes was discussed with the Town Sergeant and he had agreed to this.

A suitable person, Mr Andy Wells had now been found who was honoured and very interested in the role and the history and would be remunerated on an honorarium basis. The Chairman and Town Clerk to arrange to meet with the Town Sergeant to discuss arrangements. It was discussed that an honorarium be paid to Mr Wells.

Received and noted.

79. APPOINTMENT TO COMMITTEES (Appendix B page 68 to 72)

Following recommendations at the last personnel meeting to receive draft guidance for person specification for appointment to committees and Terms of Reference as appropriate. The Chairman said that it is important to have the right people with appropriate skills on the right Committees. Cllr Goddard said that unfortunately some of the newer Councillors think that they have knowledge but they are listening to the wrong people and not learning the way in which a Council works.

Councillors considered the draft document which was discussed and was duly adopted.

RESOLVED: That the appointment to Committees document be issued to all Councillors and implemented following the election.

Unanimous

80. STAFF APPRAISALS

The Chairman, Cllr Chapman reported that he and the Deputy Mayor Cllr Jones had carried out the staff appraisals in October 2022. The Chairman said that there had been three appraisals, the Town Clerk, Assistant Town Clerk and Town Sergeant and that the handyperson at the time did not attend and left his employment shortly after by taking retirement.

Cllr Jones said that the appraisals went well but it is worrying that the majority of Councillors do not realise the amount of work that is done by the office staff. It was discussed that meetings need to have a clear benefit and too many meetings are counterproductive to achieving the delivery of actions.

Cllr Chapman said that he has worked to build up the trust of the staff which is important.

RESOLVED: That the Town Clerk be awarded a merit rise of two spinal points and the Assistant Town Clerk be awarded a merit rise of one spinal point.

Unanimous.

81. UNTAKEN STAFF HOLIDAY LEAVE

Confidential report 2023/C0008

Councillors received a statement of the untaken holiday leave for the period ending 31st March 2023. The opportunity to take holiday for the office staff has been impacted by the Finance Assistant not working since September 2022 due to health problems and the work having to be covered.

The Town Clerk said that she would like the opportunity to take the full holiday leave.

RESOLVED: To pay the untaken holiday leave to the Town Clerk and Assistant Town Clerk.

Proposed by Cllr Bob Jones and seconded by Cllr Paul Rye Unanimous

82. WELL BEING OF STAFF AND BUILDING SECURITY

Cllr Goddard said that there had been an incident at the District Council Civic Centre where a member of staff had been abused and felt that there should be some protection for the office staff. He suggested two Ring style stick up cameras one in the public reception area and one in the front office as they do not work through the glass separation panel. Cllr Goddard proposed delegated authority to the Town Clerk and to Cllr Chapman for the purchase of suitable equipment. The Town Clerk said that these can work on the office WIFI and record to her laptop via I Cloud storage.

RESOLVED: To purchase suitable CCTV recording equipment to cover the public reception and front office under delegated authority.

Proposed by Cllr Goddard and seconded by Cllr Paul Rye.

83. FREEDOM OF INFORMATION REQUESTS AND GDPR

Confidential Report 2023/C0009

The Town Clerk advised that she had taken advice from the DPO and the ICO regarding a recent FOI and reported on the guidance given and it was agreed to follow this advice.

RESOLVED: To follow the guidance of the DPO and ICO in this latest matter.

Unanimous

The meeting closed at 20.11

Chairman _____

Date _____



LYDD TOWN COUNCIL

RETENTION AND DISPOSAL POLICY

TOWN CLERK

LYDD TOWN COUNCIL Retention and Disposal Policy

1 Introduction

- 1.1. The guidelines set out in this document support the Lydd Town Council GDPR Policy and assists in compliance with the Freedom of Information Act 2000 and other associated legislation.
- 1.2. It is important that Lydd Town Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.
- 1.3. Lydd Town Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2. Aims and Objectives

- 2.1. It is recognised that up to date, reliable and accurate information is vital to support the work that Lydd Town Council does and the services that it provides to its residents. This document will help us to:
- a) Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
 - b) Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and General Data Protection Regulation.
 - c) Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily.
 - d) Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

3. Scope

- 3.1. For the purpose of this policy, 'documents' includes electronic and paper records.
- 3.2. Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

4. Standards of Good Practice

- 4.1. Lydd Town Council will make every effort to ensure that it meets the following standards of good practice:
- a) Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Appendix A.
 - b) Personal information will be retained in locked filing cabinets within the Town Council Office, access to these documents will only be by authorised personnel.
 - c) Confidential information issued to Councillors on a need to know basis will be tabled at the appropriate meeting and not be removed from the Chamber. Confidential paperwork will be collected at the end of the meeting by Officers and shredded.
 - d) Disclosure information will be retained in a locked cabinet in the Town Council Office.
 - e) Appropriately dispose of information that is no longer required.
 - f) Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed by shredding.
 - g) Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g. Equalities data.
 - h) Wherever possible only one paper copy of any personal information will be retained and that will be held within the locked filing in the Town Council Office.

5. Breach of Policy and Standards

5.1. Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy may, depending on the circumstances of the case, have disciplinary action, taken against them, which could include dismissal.

5.2. Where there is a breach of the policy, the Council may need to consider whether there is also a breach of GDPR.

6. Roles and Responsibilities

6.1. The Town Clerk has responsibility for implementation of the policy under delegation of Lydd Town Council.

6.2. The Town Clerk is responsible for the maintenance and operation of this policy including ad hoc checks to ensure compliance.

7. Retention

7.1. Timeframes for retention of documents have been set using legislative requirements and guidance from the National Association of Local Councils.

7.2. Throughout retention the conditions regarding safe storage and controlled access will remain in place.

7.3. The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by Lydd Town Council for the management of specific documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix A'.

8. Disposal

8.1. Documents/data no longer required by Lydd Town Council for administrative purposes must be finely shredded/disposed of using and deleted entirely and securely from the Lydd Town Council computer systems. This included notebook entries for draft minutes once these have been approved.

8.2 All documents will be reviewed prior to disposal



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3 AUGUST 2022

LTN 40 | LOCAL COUNCIL DOCUMENTS AND RECORDS

Introduction

1. Information about local council documentation is contained in Chapter 11 of Arnold-Baker on Local Council Administration. This Note is intended to update and supplement that information, with reference to the length of time documents should be retained by local councils. Many documents are now only held electronically so the same arrangements for keeping records and copies should be applied to an electronic document as for a paper document. An electronic document can be signed by the relevant person typing their name on it. Documents that have specific requirements, such as witnesses to a deed, must comply with those requirements when in electronic form.

Financial returns and accounts

2. NALC's Model Financial Regulations (England and Wales) contain information on council audit and accounting requirements – see the members' section of the NALC website.

Retention of documents

3. Documents and records should be retained until they are no longer needed. The Annex to this Note contains a table containing the appropriate minimum retention periods for the most important documents for audit and other purposes such as staff management, tax liabilities, cemetery management and the possibility of legal disputes and legal proceedings. If in doubt, document(s) should be retained until legal advice has been received.

Planning papers

4. Where planning permission is granted the planning application, any plans and the decision letter should normally be retained until the development has been completed. Where planning permission is granted on appeal, a copy of the appeal decision should also be retained. It may sometimes be sensible to retain an appeal decision indefinitely because of wider implications (e.g. the decision may set a precedent for other developments in the locality). Where planning permission is refused, the papers should be



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retained until the appeal period has expired. If an appeal is made, and dismissed, the decision letter may be worth retaining against further applications relating to the same site.

5. Copies of local plans and similar documents should be retained as long as they are in force. Councils are encouraged to use electronic copies of planning documents, which are widely accessible and available via the planning portal or their local planning authority's website.

Insurance policies

6. All insurance policies should be kept for as long as it is possible for a claim to be made under them. Irrespective of how long policies and correspondence are retained, the recommendation is that councils ensure that they keep a permanent record of insurance company names and policy numbers for all insured risks. The certificate of employers' liability insurance must be prominently displayed throughout the period of cover. Alternatively, councils can make the certificate available electronically to all employees (Regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998).

Information from other bodies

7. Documents such as circulars, etc. from county associations, NALC and other bodies (e.g. principal authorities) should be retained for as long as is useful and relevant.

Magazines, journals and other publications

8. A council may want to keep its own publications (e.g. newsletters) permanently for archive purposes. Journals published by others (e.g. local government news journals and magazines) should be retained as long as they are useful and relevant.
9. The Legal Deposit Libraries Act 2003 (the 2003 Act) and the Legal Deposit Libraries (Non-Print Works) Regulations 2013 (the 2013 Regulations) require anybody who after 1 February 2004 has published works in print or after 6 April 2013 has published electronic works offline, to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). (Offline publication includes documents on CD, USB drive, and similar). Electronic works published online after 6 April 2013 only must be delivered to the British Library if requested. The British Library holds books, periodicals, manuscripts and other publications for reference, study, and information. Printed and electronic works as defined by the 2003 Act include those published by a local council (or a



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parish or community meeting without a separate parish or community council), including a pamphlet, magazine, newspaper, map, plan, chart or table. Some other deposit libraries are entitled to copies of works if they request them, but it is unlikely that they will request documents from local councils. There is a separate NALC legal briefing L04-10 concerning the 2003 Act and the 2013 Regulations. For more information about depositing printed materials with the British Library, please see here: <https://www.bl.uk/legal-deposit>.

Correspondence

10. If related to audit matters, correspondence should be kept for the appropriate period specified in the Annex. In planning matters, correspondence should be retained for the same period as suggested for other planning papers. For other correspondence (unless relating to staff), no firm guidelines can be laid down.

Documentation relating to staff

11. Such documents should be kept securely and in accordance with the data protection principles contained in data protection legislation. The principles provide that personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. However even after an employment relationship has ended, or in some cases, when there is no employment relationship, a council may need to retain and access records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council. Such claims could be made for example by job applicants, so records of the selection process will need to be retained. The time limits within which a claim (and any appeal) may be lodged against an employer at an employment tribunal are set out in the legislation that contains the employment right in question or failing that by reference to the Limitation Act 1980 (as amended) considered in paragraph 15 below.

Local/historical information

12. The Local Government (Records) Act 1962 provides that parish councils (and parish meetings in parishes without a separate parish council) may acquire records of local interest and accept gifts or records of general and local interest to promote the use of such records (defined as materials in written or other form setting out facts or events or otherwise recording information).



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Arrangements for the deposit, storage and management of documents

13. In accordance with section 227 of the Local Government Act 1972 (the 1972 Act), if a parish council requests the district council in which the parish is situated or a community council in Wales requests the county or county borough council in which the community is situated, the relevant principal authority must provide proper depositories for all the specified papers (defined as public books, writings, council papers and all documents directed by law to be kept) belonging to the parish or community for which there is no other provision. (In the case of a parish or community not having a separate parish or community council, the council of the district in which the parish or the county or county borough council in which the community is situated must provide proper depositories for all the specified papers under the control of the parish meeting or belonging to the community but in England only with the consent of the parish meeting). Documents of local and or historical importance, if not retained and stored by a local council, with or without reliance on the provisions of section 227 of the 1972 Act, should be offered first to the county record office if there is one. The county archivist there will always be willing to advise on which records should be permanently preserved.
14. Local councils (and parish or community meetings of parishes or communities without a separate council) are advised to implement the system(s) of paper and electronic records management (including those records retained for audit purposes reviewed annually by a council's internal auditor). Such systems should ensure the storage and security of, access to and disposal of both paper and electronic records. It is essential that any such system(s) (and policies) relating to record management include an annual review of the records themselves and also the effectiveness of such systems(s) (and policies).

Retention of documents for legal purposes

15. Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claims. The reference to 'category' in the table refers to claims brought in respect of that category.



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Category	Limitation Period
Negligence (and other torts except personal injury)	6 years
Personal injury	3 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
To recover land	12 years
Rent	6 years
Breach of trust	None

16. Where the limitation periods above are longer than other periods specified in this Note, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. Rent arrears, for example, could fall within the following three categories (depending on the circumstances):

- contract (six years) – because all tenancies and leases are contracts;
- leases (12 years) – if the arrears are due under a lease; and
- rent (six years) – if the arrears are due under a tenancy (and not a lease).

In these circumstances, NALC advises that the relevant documentation should be kept for the longest of the three limitation periods.

17. The same principles apply in the case of debts. If the debt arises under a simple contract, the limitation period will be six years, but if the debt arises under a lease, the limitation period will be 12 years (unless it relates to rent, in which case the limitation period will be six years). A final complication relates to sums due under leases which are 'reserved as rent'. Sometimes, for example, service charges are expressed to be payable as 'additional rent'. The limitation period for service charges in those circumstances will be six years – even though the sums are due under a lease.
18. As there is no limitation period in respect of trusts, councils should never destroy trust deeds and schemes and other similar documentation.
19. For the sake of completeness, it should be noted that some limitation periods can be extended. Examples include:
- where individuals do not become aware of damage until a later date (e.g. in the case of disease);
 - where damage is hidden (e.g. to a building);
 - where a person is a child or suffers from a mental incapacity;
 - where there has been a mistake by both parties or
 - where one party has defrauded another or concealed facts.



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20. In such circumstances, individual councils will need to weigh (i) the costs of storing relevant documents and (ii) the risks of:
- claims being made;
 - the value of the claims; and
 - the inability to defend any claims made should relevant documentation be destroyed.
21. It hardly needs to be said that the higher the value of a contract or the higher the risk or value of a claim being made, the more likely it is that the greater expense/ inconvenience of storing documents for longer periods can be justified. It may be possible to have documents kept electronically to reduce the cost of storage space. Councils should also confirm the precise wording of any insurance policies they have to ensure that they comply with any terms they contain in respect of the retention of documents and information. Advice should be sought from the insurers if there is any doubt.

Data Protection and Freedom of Information Considerations

22. The Code of Practice on the Management of Records issued under section 46 of the Freedom of Information Act 2000 applies to public authorities and also bodies which are subject to the Public Records Act 1958 (the 1958 Act). Although local councils are not subject to the 1958 Act, they should familiarise themselves with the contents of the Code of Practice so they can formulate their own system of records management. The Code of Practice can be accessed [here](#).
23. Further information in respect of the Freedom of Information Act 2000 is set out in NALC LTN 37 (Freedom of Information) and in respect of data protection legislation in NALC LTN 38 (Data Protection).

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
22	Disciplinary and grievance arrangements	Sets out arrangements for dealing with employment issues
23	Health and Safety	Sets out need for public liability insurance
28	Basic Charity Law	Sets out duties of custodian trustees to hold title deeds of charity
37	Freedom of Information	Sets out the information councils are obliged to disclose.



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38	Data Protection	Sets out the circumstances in which personal data should not be disclosed.
42	Occupiers Liability	Sets out need for public liability insurance.
60	Copies of planning documents	Sets out the right to planning documents and the copyright implications.
68	Negligence	Sets out the need for public liability insurance.

Annexe to Legal Topic Note 40: Retention of documents required for the audit of parish councils

Document	Minimum retention period	Reason
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage, and telephone books	6 years	Tax, VAT, and Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) and personal injury (best practice)
Wages books	12 years	Superannuation



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Insurance policies	As long as it is possible for a claim to be made under it.	Management and legal proceedings
Certificates for insurance against liability for employees	Indefinitely	Future claims
Investments	Indefinite	Audit and management
Title deeds, leases, agreements, contracts	Indefinite	Audit and management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
For halls, centre, and recreation grounds:		
Application to hire lettings diaries copies of bills to hires record of tickets issued	6 years	VAT
For allotments:		
Register and plans	Indefinite	Audit and management
For burial grounds:		
Register of fees collected, register of burials, register of purchased graves, register/plan of grave spaces, register of memorials, applications for interment, applications for right to erect memorials, disposal certificates, and copy certificates of grant of exclusive right of burial	Indefinite	Archives and Local Authorities Cemeteries Order 1977 (SI. 204)

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LYDD TOWN COUNCIL COMMITTEES**April 2023**

Effective Committees need members who have been thoughtfully appointed to deliver the tasks that the committee are responsible for and that those members possess the skills and experience needed to complete those tasks
Match the needs and requirements of the committee with the skills and knowledge of prospective committee members.

Both Planning and Personnel will be standing Committees of the Council. There is no requirement for a specific budget head for the Planning Committee other than the cost of training for all Councillors. The personnel committee will set their staffing budget annually which will be included in the draft budget for approval by full Council.

At times it will be necessary for the formation of an additional Committee to oversee a specific piece of work which has been included in budget setting. A Buildings and Amenities Committee has been included in the meeting timetable for 2023-24 as money has been included for a survey and valuation of all the buildings which are assets of Lydd Town Council.

Committee Members

- Should be appointed because they are knowledgeable about the committee's area of activity.
- Should understand what the specific responsibilities of the committee are.
- Should understand and abide by the Terms of Reference for the Committee and follow the relevant policies, and procedures.
- Should establish only realistic attainable goals within the scope of the Committee
- Should work within the budget setting approved by full Council.

Committee Participation

Committee members are expected to:

- Study the meeting agenda carefully before coming to the committee meeting and ask for clarification if any items are unclear. Review the supporting material.
- Stick to the agenda during the meeting.
- Determine how and what they will contribute to the committee meeting.
- Keep replies short and to the point.
- Make comments at the proper time.

COMMITTEE CHAIRS

The success that a Committee Chair achieves will largely depend on his or her ability to preside and guide the committee to a definite goal. The following guidelines should assist Committee Chairs with running productive meetings:

- Always start the meeting on time and work only with agenda that has been sent to committee members in advance.
- Speak clearly. If you can't be heard, you can't exercise control. Make sure that each individual talks clearly and audibly. Sum up what the speaker has

said, and following discussion obtain a majority decision by putting the item to the vote.

Qualities for the Planning Committee

Good local knowledge of the parish

Ability to understand the architect's drawings and impact of comments made by the other consultees.

Objective about the application and not influenced by knowing the applicant.

View the property or land from the road prior to attending the Committee meeting so that informed decisions are reached.

The Role of a Town Council on Planning Matters.

The role of the Town Council is to represent local views and should: -

- Provide local knowledge.
- Raise areas of concern.
- Inform, debate, and add value to the process.

Town and Parish Councils are one of the statutory consultees in the planning process and must be informed of all planning applications, and any amendments to those applications, within the parish.

The Town Council can only comment on these planning applications in the same way as any other member of the public, however, any comments by the Town Council must be agreed during a properly called public council meeting or in some circumstances be dealt with by delegated authority.

Members of the public attending the meeting can comment, speak in support of or object to any application during the 'Public Questions' part of the meeting, but not during the council's debate during the formal part of the meeting.

Comments agreed in the planning committee meeting are submitted in writing by the Planning Clerk to FHDC who are the planning authority.

Prior to the meeting members of the planning committee will be sent an email with the Agenda and links to enable them to study the plans, and details submitted with the application and submitted views of the statutory bodies such as the Environment Agency, Highway Authority, etc. Please remember that the Town Council is only a consultee and counts as one opinion.

It must be understood that the Planning Committees comments in response to a planning application can only be based on planning matters.

Where possible quote policies in the Local Plan as these are the starting point for considering the merits of any application.

Objections should be clear, concise, relevant, and accurate to stand a chance of being accepted.

Whilst the local planning authority must consider the representations this does not mean that an application will be decided in accordance with the views of the Town Council.

In reaching a decision, the local planning authority is required to weigh up all issues associated with an application and comments made by the Town Council may have insufficient weight to enable the application to be determined in line with the wishes of the Parish.

Any comments or objections made must have a genuine material planning consideration

Material Planning Considerations include: -

Layout, density.

Risk of flooding or pollution.

Overlooking and loss of privacy.

Overshadowing and loss light (daylight/sunlight).

Access and traffic generation (highway safety).

Local economy.

Design, appearance and materials.

Appearance, effects on street, specially designated area or building (e.g. conservation areas, listed buildings, ancient monuments, etc.).

Adequacy of parking.

Noise and smell.

Landscape, contamination, loss of trees, etc.

Cumulative impact.

Past planning history or appeal decisions of the site.

Central government policy and guidance (National Planning Policy Framework, Planning Practice Guidance).

The following are NOT considered to be material considerations: -

History of applicant.

Loss of view.

Commercial competition.

Change from previous scheme.

Impact on property value.

Restrictive covenants.

Ownership of land, right of access.

Noise & disturbance from construction work.

Land & boundary disputes.

Land ownership.

Damage to property.

Private rights of way.

Deeds & covenants.

Private issues between neighbours.

Lots of objectors.

When the Town Council response is 'NO OBJECTION' it is satisfied that all the above have been considered carefully and applied to the application under consideration so has no area for objection. However, the Town Council may make

recommendations for planning conditions to be added to the application should the local authority grant approval.

Planning conditions will only be imposed by the local authority where they are: -

Necessary

Relevant to planning and to the development to be permitted

Enforceable

Precise

Reasonable in all other respects

Qualities for the Personnel Committee

The personnel committee is made up of long serving councillors with an in- depth knowledge of the way in which a Town Council works.

Clear understanding of the differing roles between the Officers and Councillors

Supportive to the work of the officers of the Council and the workload of each role.

The role of the Town Council on Personnel Matters

A personnel committee should recommend policies and expectations related to: the creation of job descriptions, performance feedback practices (including the annual performance review), salary administration practices, professional development, leave, equal employment opportunity, professional misconduct, conflicts of interest, record keeping and any other miscellaneous employment policies needed to comply with applicable state employment law.

PURPOSE OF THE COMMITTEE

The Committee is delegated with the authority to consider and take decisions with all matters affecting staffing issues except where the overall staffing budget will be exceeded. In such cases the Committee will make a recommendation to Full Council. The Committee has delegated authority to resolve personnel issues, including contracts of employment, appraisals and merit rises, pay scales, recruitment, training, redundancy, grievances and disciplinary matters.

Meetings of the Committee will be held without press or public present where the content of discussions are of a confidential or sensitive nature

All reports, documents and correspondence will remain confidential.

DETAILED REMIT to include –

- To provide a route for consultation with all personnel, via the Town Clerk, and if after appropriate discussion with the Town Clerk, to discuss staff matters informally with the Personnel Committee
- To provide a route for consultation with all Councillors on staffing issues.
- To review and to advise on the numbers of personnel needed for the agreed operation of the Council in line with budget setting.
- To undertake the recruitment of personnel in conjunction with the Town Clerk.

- To review and agree the terms and conditions of employment as required.
- To review and to advise on development and training needs
- To authorise increments and cost of living awards within the agreed budget.
- To determine, with appropriate advice as necessary, any grievance or disciplinary issues relating to staff or Councillors.
- To oversee matters relating to Freedom of Information and the ICO
- In consultation with the Town Clerk and advice from KALC, SLCC and other advisers as required and taking into account the agreed budget and staffing levels to determine the meeting schedule and committee structure to deliver the general business of the Council and forthcoming projects.

Qualities for the Building and Amenities Committee

The budget approved by full Council for 2023-24 includes money for a surveyor to carry out a valuation of the buildings for insurance purposes and also to prepare a scope of works for repairs and renewals to the buildings.

The skills for the Committee members will be to provide evidence of their understanding of the appropriate survey reports and drawings and knowledge of the cost and impact of the required works to buildings including health and safety matters.