

MINUTES OF A MEETING OF LYDD TOWN COUNCIL PERSONNEL COMMITTEE

Held on Wednesday 24th April 2024 at 6.30 pm in the Guild Hall Parlour

Present: Councillors Darren Chapman (Chairman), Clive Goddard, R.S. Jones and Paul Rye
Angela Alexander – Town Clerk
Jim Hughes – Town Sergeant (in part)

94. APOLOGIES FOR ABSENCE

Cllr Sweeney

95. DECLARATIONS OF INTEREST

None

96. MINUTES

RESOLVED: *The minutes of the meeting held on Monday 22nd January 2024 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 Paul Rye

97. 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*

98. CONFIDENTIALITY

The Chairman advised all those present on the subject of confidentiality

99. TOWN SERGEANT ROLE

The Town Sergeant attended the meeting so that the Committee could ask questions and discuss guidance they would like to be put in place for a smooth handover to the new Town Sergeant upon his retirement.

The Town Sergeant advised that he wished his retirement day to be 4th July and that he would be there for D Day event, Civic service and Lydd Club Day.

Councillors discussed that the economic climate was having an effect on the number of social events that were being held and that many of the Councils were cutting back on the Mayoral allowances and that Mayors and Chairman were driving themselves to social events rather than employing a driver to do so.

It was noted that the incoming Town Sergeant had an interest only in the Civic events and the history of the Town Council and would drive the Mayor to the Civic event such as Speakers Day but not to the general Mayors charity dinners.

The Chairman Cllr Chapman asked Mr Hughes how the handover to the new Town Sergeant was going and he advised that he felt everything would be straightforward and there would be nothing that Mr Wells could not cope with.

A discussion was held around the holding of the keys for access to the Mayoral Chains and it was agreed that the new Town Sergeant would have keys to the Guild Hall to allow him to access the Mayoral Chains when required and to not rely on the Caretaker to provide access to the building for the Town Sergeant to collect and return the Chains for the Mayor.

RESOLVED: *That the incoming Town Sergeant be provided with keys to the Guild Hall and that duties include issuing and returning the Mayor Chains. That driving duties are only for Civic robed events and not social events where the Mayor will make their own transport arrangements for which they will be reimbursed out of the Mayoral Allowance.*

100. PROTOCOL FOR TOWN SERGEANT DUTIES (Appendix A page 163)

Following the previous agenda item Councillors considered a draft guidance and protocol document for Town Sergeant duties and it was agreed to amend the wording to reflect the providing of keys to the Guild Hall to the Town Sergeant.

RESOLVED: That the protocol be adopted with the amendment of wording to include the issuing of Guild Hall keys to the Town Sergeant to access the Mayoral Chains.

101. APPOINTMENT TO COMMITTEES AND OUTSIDE BODIES (Appendix B page 164 to 165)

Councillors had been provided with a form to use to select their first, second and third choice for Committees and also the outside bodies they wished to represent the Council on.

It was discussed that the following Councillors had not returned their forms.

Cllrs Mrs Duncan, Laws, Mrs Manahan, Mrs McKenna and Martin. All other Councillors had indicated their preferences and these had been put into a spreadsheet setting out their choices for first, second and third choice for consideration.

Cllr Goddard said that he would like to see continuity on the Personnel Committee for the 4-year term as this committee had been reinstated due to a Council decision in 2019 which broke the Contracts of members of staff and a lot of work had been done to put things straight again by the members of this Committee. All Councillors agreed with Cllr Goddard on this point.

RESOLVED: It was noted that Councillors were all given their first and second and in one case their second and third choice for consideration on inclusion on Committees and outside bodies and this to be presented to the Annual Statutory Meeting for ratification. It was also discussed that due to the confidential matters discussed at the Personnel Committee it was appropriate that where possible a continuity of Councillors on this committee is retained.

102. MEETING DATES (Appendix C page 166)

RESOLVED: To agree the draft schedule for meeting dates of Council. Committees, Annual Town Meeting and Mayor Making meetings over the forthcoming Municipal year with two changes of date agreed being Personnel Committee on 28th October 2024 and 13th January 2025 for full council and this to be presented to the Annual Statutory Meeting for adoption.

103. UNTAKEN HOLIDAY HOURS

The Town Clerk reported that all members of staff had been able to take their holiday leave in the previous leave year from 1st April 2023 to 31st March 2024 except for the Town Clerk but that her number of untaken hours leave had reduced down to 50.7 untaken hours during this period.

The Chairman expressed his concern that the Town Clerk was unable to take all her leave and recommended that this be paid.

The level of workload was discussed and it was hoped that with a Finance Officer in place this would help.

RESOLVED: That the Town Clerk be paid for the untaken leave of 50.7 hours

104. HOLIDAY CLOSURES

It was discussed that due to the days of Christmas bank holiday falling staff would not use many holiday days during this period. It was agreed that Lydd in Lights judging would take place on 9th December and the presentation evening on 16th December.

RESOLVED: Councillors agreed the holiday closure dates for August from 5th and returning on 19th when the offices will be closed and from December 19th 2024 and returning on 6th January 2025 to be in line with the meeting schedule.

105. STAFFING MATTERS**a) Appointment of Finance Officer following interviews with candidates**

The Chairman reported that three candidates were interviewed on 14th March 2024.

by Cllrs Chapman and Sweeney with the Town Clerk in attendance. Two of the candidates

gave very good interviews and of those Caroline Livesey gained the highest scores in response to the questions asked. Caroline has accepted the role and will be working 10 hours per week partly in the office and partly at home working on Monday and Wednesday mornings and is starting on SCP 24 and there will be a six-month probation period after which time there will be a review leading to a permanent contract.

b) Staff member review meeting

The Chairman reported on a review meeting by himself and the Town Clerk with a member of staff and that he would follow this up with another review.

106. FREEDOM OF INFORMATION REQUESTS

The Chairman reported on FOIs on CCTV and that the author of the study had given express refusal for public viewing of the information and the advice of the Data Protection Officer was not to respond further on this matter.

RESOLVED: That the position on this remain the same
Unanimous

The meeting closed at 19.20 pm

PERSONNEL COMMITTEE**New Town Sergeant Protocol agreed at the meeting of the Personnel Committee April 2024**

1. **Mayoral Chains/Badge** – to be kept in the Mayor's parlour safe – access to be key to safe held by Town Sergeant and key to Guild Hall front door, Mayor's parlour and alarm fob or code. Robes to be transferred to Mayor's Parlour if required for an event by Mayor's secretary.
2. **Driving to Civic functions** – Town Sergeant to drive attendees to Civic events using either Mayor's car or own car. All insurances/driving licenses etc. to be checked and copies kept on file by Mayor's secretary
This to include Standing Joint Committee, Speakers Day and other formal events where robes and chains are worn. Attendees may include Mayor, Consort, Deputy Mayor, Cinque Port champion, Town Clerk.
All mileage and parking to be reimbursed.
3. **Mayoral social events** – Generally badge of office to be worn and Mayor/Consort may drive own car and claim parking and mileage for the event. The Mayor may wish to make use of a taxi/driver and claim the cost by presenting an invoice or receipt this would be payable from the Mayoral allowance. If using Taxi or driver the Mayor is responsible for making bookings and checking insurance etc. as required.
4. **Uniform for new Town Sergeant** – To provide the new Town Sergeant with uniform shirt /braid/badges etc.
Pin badges to be passed on from previous Town Sergeant uniform where previously paid for by the Town Council
Town Sergeant robes to be dry cleaned
5. **Email address** – The Town Sergeant has been issued with an email address for Town Council use.
6. **Contact with office** – Mayor's secretary to send to Town Sergeant designated email address the details of Civic events he is attending **only** and not all the Mayor's social events.
Mayor to receive by email details and attachments of all events invited to – these are to be sent by the Mayor's secretary to the Mayor on Thursday mornings.
All RSVPs to be responded to by the Mayor by the following Monday morning by email to the Mayor's secretary. The Mayor's secretary to accept/decline events and provide paper copies of events being attended by Mayor/Mayorress, other Councillors, Town Clerk and Town Sergeant if applicable. No paper copies to be printed of events not being attended (electronic copies kept as required)
Card invitations and parking passes to be left with the Mayoral chains for the Town Sergeant to issue on day of event.

LYDD TOWN COUNCIL

COMMITTEES 2024-25

MAY 24

	A	B	C	D
1				
2				
3	COUNCILLOR	BUILDINGS & AMENITIES	PERSONNEL	PLANNING
4	Max on Committee	7	5	10
5				
6	M. Beach	M Beach		M Beach
7	D. Chapman		Chapman	Chapman
8	A.Duncan	Did not return form		
9	C. Goddard	Goddard	Goddard	
10	P Harston			P Harston
11	J. Jones	J.Jones		J. Jones
12	R. Jones	R. Jones	R. Jones	R. Jones
13	L.Laws	Did not return form		
14	A.Martin	Did not return form		
15	T. May			T May
16	D.McKenna	Did not return form		
17	K. Rye			K Rye
18	P.Rye		P Rye	
19	S. Piper			S.Piper
20	M. Sweeney	Sweeney	Sweeney	
21				
22		2 vacancies		2 vacancies
23				
24	1ST CHOICE			
25	2ND CHOICE			
26	3RD CHOICE			

LYDD TOWN COUNCIL

MAY 2024

APPOINTMENT TO EXTERNAL BODIES AND ORGANISATIONS 2024-25

NAME OF ORGANISATION	APPOINTED COUNCILLORS	
Lydd Airport Consultative Committee 1 Member	B Jones D Chapman (sub)	
Lydd Club Day Committee 6 Members	D Chapman M Beach	4 vacancies
Lydd Twinning Committee 5 Members	P Harston	4 vacancies
Dungeness Power Station SSG 2 Members 1 Sub.	J Jones B Jones K Rye (sub)	
Lydd Community Hall Committee 2 Members	J Jones Bob Jones	
Internal Drainage Board 1 Member	K Rye T May (sub)	
Romney Marsh Forum 2 Members	C Goddard B Jones	
Banks Sports & Social Club 1 Member 1 Sub.	D Chapman J Jones	
Planning User Group 4 Members	T May	3 vacancies
Kent Highways County Lengthsmen 1 Town 1 Coast	K Rye	1 vacancy
KALC (Area Committee) 2 Members		2 vacancies
Confederation of the Cinque Ports Champion	C Goddard	4 year

LYDD TOWN COUNCIL

Timetable of Meetings 2024-25

Meetings are held on Monday

Month	Council	Planning	Buildings and Amenities	Personnel	Annual Town Meeting
Clerk	Town Clerk	Planning Clerk	Town Clerk	Town Clerk	Town Clerk
2024					
April				24 th 6.30pm	22nd Annual Town Meeting 7pm
May	20th Council/AGM Mayor Making 12 noon				
June		3rd 6 pm	3rd 6.30pm		
July	1st Council 7pm	1st 6pm		22 nd 6.30pm	
August	No meetings	No meetings*	No meetings	No meetings	
September	2nd Council 7pm	2nd 6 pm	23rd		
October		7th 6 pm		28 th 6.30pm	
November	4th Council including Budget setting 7pm	4th 6 pm			
December		2nd 6pm			
2025					
January	13 th Council including Precept & Allotments 7pm	6th 6 pm	20 th 6.30		
February		3rd 6pm		17 th 6.30	
March	3rd 7pm	3rd 6 pm			
April		7th 6pm			28th Annual Town Meeting 7pm
May	26th Council Annual Meeting & Mayor Making	12th 6pm		12 th 6.30pm	

August Planning meeting * – extensions requested where possible or applications considered under delegated authority.

Considered by Personnel Committee on 24th April 2024