

**MINUTES OF A MEETING OF LYDD TOWN COUNCIL PERSONNEL COMMITTEE**Held on Monday 22<sup>nd</sup> July 2024 at 7pm in the Guild Hall Parlour

Present: Councillors Darren Chapman (Chairman), Clive Goddard, R.S. Jones and Martin Sweeney  
 Angela Alexander – Town Clerk

**181. APOLOGIES FOR ABSENCE**

Cllr Paul Rye - unwell

**182. DECLARATIONS OF INTEREST**

The Chairman, Cllr Chapman declared an interest in the agenda item covering Code of Conduct Complaints and said that he would vacate the Chair at this point.

**183. MINUTES**

*RESOLVED: The minutes of the meeting held on Wednesday 24<sup>th</sup> April 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 Sweeney)*

**184. CONFIDENTIALITY**

The Chairman advised on the subject of confidentiality for this remainder of this meeting due to the matters being discussed.

**185. 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*

**186. TOWN SERGEANT**

The Town Clerk reported on the handover to new Town Sergeant and arrangements put in place and that Mr J P Hughes had finished his employment on 4<sup>th</sup> July 2024 but that he had agreed to repair the phone box containing the defibrillator in Coronation Square as this was a task that he had previously carried out to train Anthony. Mr Hughes to be paid by cheque at last hourly rate. Mr Hughes had been removed from the Guild Hall Alarm call out list.

The Town Clerk advised that during handover meetings with Mr A Wells the new Town Sergeant the following had been put in place.

- All latest adopted policies and procedures relating to the role have been issued to AW
- AW has provided a copy of his car insurance with business cover
- Mileage claim forms have been issued
- Keys to access the Guild Hall and Mayoral Chains have been issued to AW
- 50% of the agreed honorarium has been paid to AW by cheque
- Town Council email address provided for work use and installed on mobile phone by our IT support
- Town Sergeant robe to be dry cleaned in Ashford
- Uniform suit and gold braid ordered
- AW put in contact with the Cinque Port Town Sergeants group for advice if needed
- AW in agreement to be first person on Alarm call out list

***All above matters received and noted***

The Town Clerk advised that the office staff members who did not live in the Town would prefer not to be on the call out list.

The Town Clerk advised that Ashe Alarms do not provide a call out service just the notification service if the alarm is triggered.

The Town Clerk said that she had approached the local PC to ask if the police were aware of a local alarm call out service and also what the police expectations would be from the person called out if the alarm were triggered and the following was recommended.

- For burglar alarm – the attending person checks for any visible sign of entry around the building and if so not to enter and call the police. They should wait for the police to open the front door and turn off the alarm.
- For fire alarm – the attending person checks for smoke or fire and calls fire brigade and does not enter the building. They should wait for fire brigade and open the front door and turn off the alarm.
- If there is no sign of forced entry or smoke then they may enter to reset the alarm.
- An incident call out sheet to be completed by the attendee.

The Town Clerk said that the PC had put her in contact with a suitable person who is ex security and ex retained fire personnel who following a meeting is willing to be on the Guild Hall Alarm call out for a fee payable upon call out. This was circulated to be discussed by Councillors.

***RESOLVED: That Mr A Wells be first call out on the Alarm and be paid a call out fee on an as and when basis. That the caretaker be second person on the Alarm and this be within salary payments. That Mr M Kingston be third person on the Alarm and be paid a call out fee on an as and when basis.***

***Unanimous***

***Proposed by Cllr Sweeney and seconded by Cllr Jones.***

The Chairman asked if the Mayor had included Mr Wells on his car insurance for driving to Civic events and the Mayor confirmed that he did not wish to include this on his car insurance as he did not wish others to drive his car and was happy to drive himself to events he was attending on behalf of the Council. The Mayor said that he had checked and did not require business insurance for this.

***Received and noted.***

#### **187. APPOINTMENT TO COMMITTEES AND OUTSIDE BODIES**

a) Following the recent election of Thomas Dawes to Lydd Town Council the skill set form and Committee and Outside Bodies form had been completed by him.

The Skill set and Committee request had been circulated to the Committee for consideration. Cllr Dawes had requested joining the Buildings and Amenities Committee and it was discussed that his engineering qualifications would be helpful on that Committee. Cllr Dawes had not expressed an interest in any of the outside bodies.

It was discussed that Councillors found it fair that as Cllr Dawes and another person would join the Council that they had the opportunity to be appointed to the vacancies currently left.

It was discussed that there had been three expressions of interest to join Buildings and Amenities. It was noted that Cllr Tony May had originally expressed an interest on his form for this Committee. Councillors felt that as Cllr May is newly elected to Chairman of Planning it would be helpful to gain Committee chairmanship experience by joining the Buildings and Amenities Committee chaired by Cllr Goddard.

***RESOLVED: That Cllr Thomas Dawes and Cllr Anthony May be appointed to the Buildings and Amenities Committee.***

***Proposed by Cllr Sweeney and seconded by Cllr Goddard.***

b) Councillors considered the other expressions of interest for Committee vacancies and it was noted that 2 vacancies on the Planning Committee are available and that the next newly elected Councillor should be appointed to this Committee.

It was discussed by the Committee that Councillors are required to complete their forms annually or as requested.

***RESOLVED: Received and noted and next elected Councillor to be offered the Planning Committee vacancy.***

***Unanimous***

**188. ONLINE BANKING**

The Town Clerk reported on steps to implement online banking as follows:

To enable Lydd Town Council to move towards online banking for salaries and other payments we are working in stages to streamline the process.

The current signatories on the Lloyds bank mandate are the most senior Councillors being Clive Goddard, Bob Jones, Martin Sweeney and previously Trevor Allen.

The update of the bank mandate at Lloyd's is ongoing. Where required, signatories have been removed, and the addition of Darren Chapman who is the next most senior Councillor is in process. Once complete, work will commence on the opening of two Unity Trust Community bank accounts. This will be more suited to the needs of the Council as it meets the Financial Regulations as it allows payments to be set up by an officer of the Council and requires two Councillors to go online to approve the payments before they are actioned. This replicates the process of having two councillors sign the cheques for payment viewed alongside the invoices.

The bank accounts recommended to be moved to Unity will be the two used as the Lydd Town Council current and reserve accounts.

Once all the account details and the bank mandate that will be set up for the new accounts will be an exact match against Lloyd's once Darren Chapman has been added, the transition should be smooth with balances and direct debits being automatically switched over at the agreed time that the new account opens. The Stripe account for the tennis court bookings would also be moved.

Salaries are currently paid on the 15<sup>th</sup> of the month being two weeks in arrears and two weeks in advance which has a level of vulnerability for the Town Council should an employee leave suddenly and was historically set up to allow staff to pay in their cheque and allow time for clearance. These advance payments will not be necessary for staff once online banking is up and running.

To phase this in I suggest that the first month of online salary payments is made the first in office working day after the 15<sup>th</sup> of the month. The second month to be made on the first working office day after 20<sup>th</sup> of the month and thereafter the closest in office day between 25<sup>th</sup> and 28<sup>th</sup> of the month.

The exception to this would be the salary payment made before the August and Christmas closure when this date would be set by the Town Clerk to accommodate the holiday.

The other accounts will remain with Lloyds (Mayors Charity and Bursary)

Prior to money being moved there would be an agenda item at full Council to review the Financial Regulations to reflect the changes and to adopt an electronic payments policy. Cllr Sweeney said that it would be helpful if there was an opportunity to have a card payment facility as well with limitations on expenditure.

The Town Clerk said that this would be helpful as currently where there are 'one off' payments made this is done by staff and then reimbursed as we do not have petty cash.

***RESOLVED: To proceed the transition of the bank accounts relating to the current and reserve accounts for Lydd Town Council to Unity Bank and that the invoices are sent to the senior councillors as signatories and that the first two accessing the account access the online payments.***

***Unanimous***

## 189. DRAFT AGREEMENT FOR TENNIS COACHING

**Confidential report 2024/C0007**

The Clerk advised that following the tennis court launch day that was delivered by Hythe tennis coaching that she had met with the LTA and the draft agreement which had been circulated to Councillors had been drawn up. The next step was to send this to the coaches who may come back with suggestions for changes to the document which would need to be considered before both parties signing.

***RESOLVED: That the draft agreement for appointment of tennis coaching be sent to Hythe Tennis Coaching and that delegated authority be given to the Town Clerk in consultation with the Chairman, Cllr Chapman, to agree any minor changes. Any major concerns to be emailed to Committee members.***

**Unanimous**

## 190. STAFFING MATTER

**Confidential report 2024/C0008**

The Chairman, Cllr Chapman reported on a further review with a staff member which was then discussed by the Committee.

***RESOLVED: Received and noted***

***The Chairman, Cllr Chapman, declared an interest in the following item and vacated the Chair. The Mayor, Cllr Bob Jones, proposed that Cllr Goddard take the Chair which was seconded by Cllr Sweeney.***

Cllr Goddard took the Chair

## 191. CODE OF CONDUCT COMPLAINTS

**Confidential report 2024/C0009**

a) The Town Clerk advised that she had received the outcome of Complaint no 012040 regarding alleged conduct of a Councillor by another Councillor and that the decision notice of the Monitoring Officer was not to refer the complaint for investigation.

The decision notice states the following:

The Monitoring Officer and Independent person are of the view that this matter should not be investigated as the alleged conduct as outlined by the complainant is unlikely to result in a breach of the Code of Conduct. It is the Monitoring Officers view that this issue should be resolved via mediation/training and discussion. It is recommended by the Monitoring Officer that the Chairman and Clerk should put together an appropriate training programme in order to help resolve the issues.

The Town Clerk said that she had contacted another Clerk who had mediation training and experience who had initially agreed to assist but had then advised that they are no longer able to do so. The Mayor said that he would make contact with an appropriate person to carry out the mediation and discussion for the two councillors concerned if they are willing. One of the Councillors has agreed to mediation and the Town Clerk to contact the other Councillor.

***RESOLVED; That the Town Mayor to arrange a suitable person to carry out mediation and the Town Clerk to contact the other Councillor to establish if they are willing to do so.***

b) **Code of Conduct complaints had been received by the Monitoring Officer following the Town Meeting.**

The complaints made by a resident were received and noted by Councillors.

c) **Complaints received against Councillor/s**

i) The Town Clerk advised that a complaint had been received from members of the public regarding comments made by a Councillor to Ukrainian soldiers which had been referred

to the Mayor to discuss with the Councillor. The Mayor had asked that this complaint be referred to the Personnel Committee for consideration.

- ii) The Town Clerk advised that a complaint from a resident relating to item b) the Town Meeting had been received.

***RESOLVED: That the Town Clerk recommend to the complainants to refer their complaints to the Monitoring Officer for consideration.***

***Unanimous***

- d) The Town Mayor reported on communications with KALC and it was agreed that this be considered for appropriate action at the next Personnel Committee meeting.

## **192. FREEDOM OF INFORMATION REQUESTS**

- a) The Town Clerk reported on FOIs made by a member of the public and the advice of the Data Protection Officer.

***Received and noted***

- b) Councillors carried out a review the current position on vexatious behaviour following the Code of Conduct Complaints and the complaints to the ICO and that the situation not to engage with the resident concerned remains the same.

***RESOLVED: That the position regarding vexatiousness continues without change.***

***Unanimous***

The meeting closed at 9.02 pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_