

## MINUTES OF A MEETING OF LYDD TOWN COUNCIL PERSONNEL COMMITTEE

Held on Monday 14<sup>th</sup> April 2025 at 6.30pm in the Guild Hall Parlour

Present: Councillors Darren Chapman (Chairman), R.S. Jones and Paul Rye  
Angela Alexander – Town Clerk

### 80. APOLOGIES FOR ABSENCE

Cllr Clive Goddard (holiday), Cllr Martin Sweeney (unwell)

### 81. DECLARATIONS OF INTEREST

There were none

### 82. MINUTES

**RESOLVED:** *The minutes of the meeting held on 17<sup>th</sup> February were agreed as a true record of the meeting and signed by the Chairman  
Proposed by Cllr Jones and seconded by Cllr Rye*

### 83. PRESS AND PUBLIC EXCLUDED

**RESOLVED:** *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*

### 84. STAFFING MATTERS

#### **CONFIDENTIAL REPORT 2025 – C0004**

a) The Chairman reported that he had met with a staff member on 9<sup>th</sup> April as a progress meeting following the reduction of their hours so that he could update the Committee on the current position. The Chairman read the file notes to Committee members for consideration.

**Received and noted**

b) Committee members considered the report and agreed that a further meeting be conducted by the Chairman of Personnel and the staff member at 11am on Wednesday 30<sup>th</sup> April.

**RESOLVED:** *That the Chairman and Town Clerk meet with the staff member on Wednesday 30<sup>th</sup> April at 11 am*

### 85. COUNCILLORS REQUESTS TO BE APPOINTED TO OUTSIDE BODIES

Committee members considered the preference requests from Councillors for their appointment to outside bodies with the final recommendations being as follows:

Lydd Airport Consultative Committee – B Jones, A Martin (sub)

Lydd Club Day Committee – D Chapman, M Beach, S Crump, D Lewis, P Harston

Lydd Twinning – M Beach, D Lewis, P Harston

Dungeness SSG – B Jones, A Martin, J Jones (sub)

Lydd Community Hall – J Jones, B Jones, D Lewis, P Harston

Internal Drainage Board – K Rye

Romney Marsh Forum – C Goddard, B Jones

Banks Sports and Social Club- D Chapman, J Jones (sub)

Planning User Group – P Harston

Kent Highways County Lengthsman – K Rye (Town), A Martin (Coast)

KALC area Committee – M Sweeney, P Harston

Confederation of Cinque Ports Champion – C Goddard

**RESOLVED: That the above recommended appointments to Outside Bodies be reported to the May Annual Meeting**

#### 86. COUNCILLORS REQUESTS TO BE APPOINTED TO COMMITTEES

Committee members considered the preference requests from Councillors for their appointment to Committees and considered 4 different options. It was discussed that the Personnel Committee should have continuity of membership as the trust with members of staff is very important due to the sensitive matters that come to this Committee and that this should stability should remain due to the issues that were caused in recent years and otherwise all staffing matters rest with the Town Clerk to deal with. For Planning it was agreed that Cllr May was learning well as Chairman and that with Ann Duncan being on this Committee as a previous Chairman would be a good support. Committee members agreed the final recommendations for appointment to Committees as follows:

Buildings and Amenities (7 members) – T Dawes, C Goddard, J Jones, R Jones, A Martin, D McKenna, M Sweeney

Personnel (5 members) – D Chapman, C Goddard, R Jones, P Rye, M Sweeney

Planning (10 members) – M Beach, D Chapman, S Crump, A Duncan, P Harston, D Lewis, A May, K Rye, J Jones, R Jones.

**RESOLVED: That the above recommendations for appointment to Committees be reported to the May Annual Meeting.**

#### 87. TRANSITION TO INCOME AND EXPENDITURE ACCOUNTING

a) The Town Clerk updated Committee members as follows:

Following the resolution to transition the accounting process from a manual excel cashbook and allotment file to Scribe Software, we have been liaising with the Scribe support team to ensure a smooth transition. Both the accounting structure, including vendors and the 2025/26 budget, and allotment structure were set up by the end of March. As we move to income and expenditure accounting (I&E), following the completion of year end accounts, beginning account balances will be added to Scribe and any adjustments that are required to ensure we comply with I&E accounting will be made.

The addition of the allotments to Scribe means that the work related to the financial records of the allotments has transitioned from the Assistant Town Clerk to the Finance Officer.

In terms of the allotment work other than the keeping of the financial records and specifically for the payment of rent by plot holders this has significantly changed since before 2020 when all plot holders used to come to the Guild Hall to pay at reception.

Since lockdown when arrangements were made with Roger Hooper AAMT Chairman that plot holders could pay him directly when visiting the allotments this is the preferred method of payment for the majority of plot holders.

For the last financial year payments have been made as follows:

At Guild Hall	32 plots	£640
At the Allotments	110 plots	£2,200
Direct to Bank	20 plots	£400

This has significantly reduced the number of hours worked taking payments for allotment rents at the Guild Hall. It is hoped that we can encourage plot holders to make payments directly into the bank which will reduce the need for trips to bank the money taken.

The Scribe support team offers many online video sessions on the systems functionality and Caroline will continue to gradually go through the most relevant training videos one by one. However, this needs to be balanced with the work for the year- end accounts reporting requirements for the May meeting, preparation for and completion of the internal audit as well as ensuring we do not fall behind in terms of the current year's financial records. Whilst

the main focus currently is the timely completion of the internal audit and year end AGAR reporting, we will also be conducting a review of the Financial Regulations in time for the 12th May AGM meeting.

Due to the above priorities and increase in workload, we have not proceeded with the opening of the Unity bank account. The proposal is that this process should be progressed after completion of the internal audit and draft accounts are published and when we are fully transitioned to Scribe and up to date in terms of day- to- day accounts. This will enable the appropriate amount of focus on ensuring the change in bank accounts and switch of direct debits goes smoothly.

The Chairman said that he hopes that the move to Unity Bank will come back up the priority list following the year end and be actioned by the end of May

**Report received and noted**

- b) Committee members considered the additional 2 hours per week being worked by the Finance Officer in line with the report which began on 5<sup>th</sup> March following the decision to move to Scribe. It was discussed that these additional 2 hours continue until the end of May and that the move to Unity Bank is progressed in this timeframe. A review of the hours needed once Scribe is fully up and running be carried out and reported to the Personnel Committee meeting on 23<sup>rd</sup> June for consideration.

**RESOLVED: That the finance officer be paid for an additional 2 hours per week (totalling 4 hours per week) from 5<sup>th</sup> March until end May to complete the transition and training on Scribe, end of year and AGAR work and move to Unity Bank. Hours of work to continue to be monitored and reported to the Personnel Committee on 23<sup>rd</sup> June 2025.**

## 88. UPGRADE TO COMPUTERS

### CONFIDENTIAL REPORT 2025 – C0005

The Town Clerk reported that our current office desktops are too old to upgrade to windows 11 which will be required by October and will therefore be unsupported. The Town Clerk advised that this will be additional workload to be undertaken and will require three quotes in accordance with our financial regulations and will require a virement or use of reserves.

Committee members acknowledged and agreed to the work to be carried out.

**Received and noted.**

## 89. UNTAKEN HOLIDAY HOURS

- a) The Town Clerk reported on the statement of untaken holiday years at the end of the leave year 31<sup>st</sup> March 2025 and that the contract of employment states that an extension to take the leave until end of April is permissible.

The Town Clerk advised that she had spoken to staff members and advised of 'use it or lose it' but that she had asked the staff if the Committee were able to extend the grace period to end of May would they be able to take the untaken holiday hours in this time period.

The Assistant Town Clerk had indicated that she would be willing to take all hours owing to her by end May.

The Finance Officer requested leave on 28<sup>th</sup> April of 4 hours.

The Caretaker said that he did not currently have any leave he wished to take by end of April/May. The Town Clerk had made him aware of the 'use it or lose it' situation.

- b) Committee members considered the number of untaken holiday hours and cost implications.

### CONFIDENTIAL REPORT 2025 – C0006

***RESOLVED: That the Town Clerk be paid for holiday hours untaken in May salary, that the Assistant Town Clerk take all holiday hours untaken by end May, that the Finance Officer take 4 hours leave on 28<sup>th</sup> April and the remaining hours be paid in May salary. It was noted that the caretaker had not requested to take any of the untaken holiday hours.***

***Unanimous***

The meeting closed at 19.57 pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_

DRAFT