

MINUTES OF A MEETING OF LYDD TOWN COUNCIL PERSONNEL COMMITTEE

Held on Monday 20th October 2025 at 6.00pm in the Guild Hall Parlour

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

203. APOLOGIES FOR ABSENCE

None

204. DECLARATIONS OF INTEREST

None

205. MINUTES

RESOLVED: That the minutes of the meeting held on 23rd June 2025 were agreed as a true record of the meeting and signed by the Chairman
Proposed by Cllr Bob Jones and seconded by Cllr Paul Rye
Unanimous

206. PRESS AND PUBLIC EXCLUDED

None present

207. RESIGNATION OF COUNCILLORS

Following the resignation of two councillors (Mrs McKenna and Martin Sweeney) Councillors considered the following appointments:

Councillors considered the replacement signatory for Unity Bank following the resignation of Martin Sweeney. It was discussed that it was appropriate that the signatory be a member of the Personnel Committee.

RESOLVED: That Cllr Paul Rye be appointed as a signatory for Unity Bank and online banking approval access
Unanimous

- a) Both the Municipal Charities and Ex Servicemen's Club have been advised and Councillors to consider a Councillor to be appointed to the Ex-Servicemen's Club at their request.

RESOLVED: To appoint Cllr Mrs Jean Jones as a replacement to Martin Sweeney to represent Lydd Town Council on the Ex-Servicemen's Club
Unanimous

- b) To consider appointment to the Personnel Committee

Councillors discussed this matter.

RESOLVED: That the status quo of the membership remains as it at the present time
Proposed by Cllr Bob Jones and seconded by Cllr Goddard
Unanimous

Building and Amenities Committee vacancies

- c) To note that at the May Annual Statutory Meeting that Cllr Beach had requested to be first refusal on appointment to the Buildings and Amenities Committee should a vacancy arise and that Maria was appointed as a substitute for the meeting held on 6th October.

- d) To consider requests for the appointment to Buildings and Amenities Committee

RESOLVED: To note that there being two Councillors expressing an interest in appointment to the Building and Amenities Committee and currently two vacancies that both Cllrs Beach and May be appointed to the Committee.

208. LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025/26

Councillors received the National Joint Council for Local Government Services (NJC) agreement on rates of pay applicable from 1 April 2025 to 31 March 2026.

RESOLVED: That the Local Government Services Pay Agreement 2025/26 be implemented from the November salary and that this is backdated to be applied from 1st April 2025.
Unanimous.

209. STAFF APPRAISALS

To note that appraisals are rescheduled to 22nd October and a short meeting will take place if required for the Chairman, Cllr Chapman and Cllr Paul Rye to update Committee members.

210. STAFFING MATTERS**Confidential report 2025 – C0012**

- a) The Chairman, Cllr Chapman reported on the follow up progress meeting with member of staff and it was agreed by Councillors that a further follow up meeting be held in November to assess progress.

RESOLVED: That a progress meeting with staff member be held in November

- b) The Chairman updated Councillors regarding potential cost per hour for contractor's time on jobs and allocation of works within the budget head for Contractor maintenance budget head which is from a saving of staff hours. It was also discussed that it is the expectation of the Committee that tasks such as weeding would be at the lower end and that tasks using heavy machinery would be higher and more skilled tasks for example electrical work would be at a higher level.

RESOLVED: Appropriate costs agreed

- c) Review of Staff working hours and TOIL review – Councillors considered the allocation of hours (this matter previously raised at the June meeting by a Councillor and agreed to be an agenda item for discussion.

RESOLVED: That following a review that a reduction in 1 extra working hour per week be made to 30 minutes per week in line with the meeting schedule and that this is kept monitored in accordance with the workload and adjustments made as required.

- d) Review of Officer time allocated to Councillor led community events.

It was agreed that the for the forthcoming Lydd in Bloom competition that the same format used for Lydd in Lights should be followed as this takes place with much less time being spent on the event.

For the future Councillors will be able to nominate properties within the Parish without Councillors being limited to a set number of roads etc. Members of the public will be able to nominate properties. The judges will drive round the Parish at a date most suitable for judging depending on weather conditions that may affect the flowering season and take ready prepared envelopes for the winning properties to deliver on the day of judging.

As in the last few years the certificates will be designed and set out by the Town Clerk to be delegated to the Assistant Town Clerk to fill in the winning category and place. Vouchers will be purchased by the Town Clerk as usual. Welcome drink on arrival and no food keeps costs in budget.

It was suggested that the Town Clerk attend to administer the judging.

RESOLVED: That Lydd in Bloom competition is run to the format for Lydd in Lights to ensure that it is more time and cost effective for the future.

211. IT EQUIPMENT

Councillors were advised that on the summer upgrade of IT that the Finance Officer's laptop had been replaced and that the remaining two laptops will need to be upgraded to newer

versions and that all Councillors iPads will be unable to be upgraded and will need replacements. Councillors considered the quotes for laptops and agreed the cost for the budget setting and purchased in the new financial year.

RESOLVED: That Option 1 as per quote EliteBook 865 G11 (Brand New) laptop be purchased for the Town Clerk and that Option 2 HP EliteBook 840 G7 (Ex-Corporate Refurbished Grade A laptop be purchased for the Assistant Town Clerk at the start of the new financial year under the current agreement with Ifini following the resolution at the July meeting of full Council.

Unanimous

212. DAILY OFFICE EXPENDITURE

Councillors considered ways to make day-to-day cost savings and that the amount of printing can be reduced – in particular colour printing which is costly. The Chairman suggested a. Think before You Print policy to be implemented and Town Clerk to monitor. It was agreed that turning off heating when not in the buildings was important and the Mayor suggested that the radiators are set on a frost setting. It was noted that a 'check list' before leaving the building was discussed at the Buildings and Amenities Committee and that this was a good idea. Town Clerk to put in place with staff members.

213. BUDGET SETTING

Confidential report 2025 – C0013

- a) Councillors reviewed the current years budget head for salaries and pensions and considered the amounts to be included in the forthcoming budget heads for 2026-27
RESOLVED: That a total budget head for salaries and pension be included in the draft budget going forward to full Council of £140,000

- b) Councillors reviewed the Town Sergeant Honorarium which is included in the Mayoral Allowance budget head currently £800. The Town Clerk provided a comparison from 2021-22 when the Town Sergeant at the time had hours split between the Town Sergeant Civic role (which he was expected to attend all events) and Mayoral social hours for which he received additional hourly allowance. The number of hours being worked by the current Town Sergeant are in line with the Civic hours' allocation to a previous Town Sergeant. On this basis it was agreed that the hours and Honorarium remain the same and the amount be included in the Mayoral Allowance.

RESOLVED: That the Town Sergeant hours remain the same based on the attendance at Civic duties and the Honorarium remain at £800 per annum paid in two parts.

- c) Councillors reviewed the Mayoral Allowance currently £2,000 and it was noted that most Towns now have a boundary in which Mayors can travel to attend events, and the number of events has reduced significantly.

RESOLVED: That the Mayoral Allowance remains at £2,000 and that the Honorarium of £800 for the Town Sergeant be added to this budget head.

214. BUILDING SECURITY

Confidential report 2025 – C0014

Following a seminar on Martyn's Law the Town Clerk reported on the new law in place for security of public buildings and the good practice measures to put in place. There were recommendations given to ensure security and it was noted that 72% of attacks are on 'soft targets' of which we would be classed. There had been an opportunity to put questions in a few days prior to the seminar and that the two questions put on behalf of the Town Council had been referred to and answered as part of the seminar. One of these was around security for the Band Concert due to the number of people attending and the military and number of Mayors present at the event. A question was also put and answered on good practice for the building security during Council meetings.

Councillors discussed that where Committee meetings are held in the Parlour the door is

locked before the start of the meeting and not answered to people arriving late. However, for meetings in the Chamber there is a risk as members of the public or a

Councillor have previously opened the door to people arriving late and there is currently no member of staff on duty. It was further discussed that a policy should be put in place so that members of staff, Councillors and members of the public follow the correct guidelines.

RESOLVED: That a policy advising Staff, Councillors and Members of the public regarding security of the building be put in place and that for Council meetings the caretaker would be on duty to open up and lock five minutes prior to the start of the meeting and that the policy would set out that there is no admittance to late comers and the door remains locked during the meeting.

The time spent by the Caretaker on this duty is to be taken from normal working hours.

215. VEXATIOUS BEHAVIOUR

Confidential report 2025 – C0015

Following a report to full Council at the September meeting by the Chairman of the Personnel Committee in press and public excluded -Councillors considered a further report on related matters for their consideration.

RESOLVED: That following consideration of a further report and a review by the Committee that the vexatious classification remains in place for the next 12 months until further consideration.

It was agreed that the Mayor and the Chairman of the Personnel Committee reiterate the decision around vexatious behaviour and the implications to staff members and Councillors.

Unanimous

The meeting closed at 19.59 pm

Chairman _____

Date _____