MINUTES OF A MEEETING OF THE PERSONNEL COMMITTEE
held on Monday 11h May 2026 at 6.30pm In the Guild Hall Parlour
Those present Councillors Darren Chapman (Chairman), Clive Goddard, Robert Jones, Paul Rye
Angela Alexander - Town Clerk
Ben Greene

Ben Greene who had met with the Town Clerk regarding the honorary role of Town Sergeant attended the meeting to meet with the Personnel Committee having previously met the Town Mayor to discuss the role in more detail.
Following discussions Ben Greene left the meeting.

97. APOLOGIES FOR ABSENCE
None

98. DECLARATIONS OF INTEREST
None

99. MINUTES
RESOLVED: That the minutes of the meeting held on 23rd February 2026 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

100. 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
Unanimous

101 COMPLAINT
Confidential report 2026 – C0007

a) Councillors considered a complaint from a member of the public dated 29th April 2026 and draft response and Freedom of Information request from the complainant dated 29th April which was received on 5th May
RESOLVED: That the draft responses be agreed and sent to the complainant

b) RESOLVED: That following consideration of the statements of staff members relating to the complainants' visits to the Guild Hall that these be kept on file with the complaint along with the supporting documents considered by Councillors relating to this matter.

102. TOWN SERGEANT (Appendix A page 116 to 118)
Confidential report 2026 – C0008

a) The Town Clerk advised that the current Town Sergeant will step down from the honorary role on 31st May 2026 Councillors agreed the final pro-rata payment of the honorarium for the sum of £600 and that the Mayor would send a letter expressing his gratitude for his service on Mayor's letterhead
RESOLVED: That the final honorarium payment of £600 be paid to the outgoing Town Sergeant accompanied by a thank you letter from the Mayor from his service.
Unanimous

b) The Town Clerk said that following consultation with the Mayor and Deputy Mayor the honorary role was advertised and that she had also made enquiries with the Ex-Servicemens Club, Retained Fire Brigade and an advert placed in the Look
An introductory briefing regarding the interests and qualities of the interested person had been circulated to the Committee. The Town Clerk also explained that the role would now include the responsibilities of the Town Hall Keeper which would warrant a review of the honorarium for the role.
RESOLVED: That Ben Greene be appointed as the Mayor's Town Sergeant and Town Hall Keeper for the annual honorarium of £1,000 which will be paid on a quarterly basis beginning in September 2026.
The Town Clerk requested that a Cinque Port tie and badge be bought for him to be collected at the Standing Joint Committee meeting on 21st May.
Unanimous

103. STAFFING MATTERS
Confidential report 2026 – C0009

a) Councillors considered the Finance officer role including the website training and their findings. Cllr Chapman said that the person had previously been a payroll clerk. Councillors agreed that the Chairman of Personnel and Town Clerk meet for a three-month review with the Finance Officer and then again after the six-month period to discuss the role.
RESOLVED: That a review meeting be held with the Finance Officer conducted by the Chairman of Personnel Committee and the Town Clerk at the 3 month and 6-month stages of the probationary period.
b) Caretaker role update
RESOLVED: That the Town Sergeant will open up for meeting bookings with outside organisations and Town Council meetings where possible and that the Caretaker assist when required
c) Holiday hours -The Town Clerk updated Councillors on untaken holiday hours
RESOLVED: That the Town Clerk be paid for 24 hours of untaken holiday for the holiday period until 31st March 2026

104. COUNCILLORS REQUESTS TO BE APPOINTED TO OUTSIDE BODIES
Committee members considered the preference requests from Councillors for their appointment to outside bodies
RESOLVED: Following discussion to submit the agreed appointments to Outside Bodies to the Statutory Annual Meeting for adoption
Unanimous

105. COUNCILLORS REQUESTS TO BE APPOINTED TO COMMITTEES
Committee members considered the preference requests from Councillors for their appointment to Committees.

a) It was noted that 7 councillors had put the Buildings and Amenities Committee as either their first, second or third choice and that the Committee has historically had 7 members
RESOLVED: That all seven councillors putting themselves forward for the Buildings and Amenities Committee should be listed for appointment at the Annual Statutory Council meeting.
b) It was noted that 6 councillors had put themselves forward for the Personnel Committee as their first choice which included the current members of the Committee and that two other councillors had put this as their second choice. The Town Mayor said that a resolution had been previously passed by the Committee that the members should stay as they are due to the continuity and experience required for looking after the staff.

RESOLVED: That the current councillors on the Personnel Committee should be listed for appointment at the Annual Statutory Council meeting

c) It was noted that 6 councillors had put themselves forward for appointment to the Planning Committee, 1 councillor had put this as a second choice and 4 councillors had put this as a third choice. The allocation of Councillors to the Planning Committee is currently 9. It was agreed that the Councillors putting the committee as their first or second choice should be listed for appointment and that two places be reserved for newly appointed councillors as we currently have casual vacancies.
RESOLVED: That the councillors putting Planning as their first or second choice be listed for appointment to this committee at the Annual Statutory Council meeting.

106. COUNCIL MEETING DATES

The Committee members considered the second draft meeting dates, and no further amendments were put forward.
RESOLVED: That the 2nd draft meeting dates as circulated as be put forward for adoption at the Annual Statutory Council meeting.

107. ASSERTION 10 AGAR (appendix B page 119 to 131)

a) Councillors considered the updated IT Policy, and no further amendments were made
RESOLVED: That the IT policy be put to Council for consideration and adoption Unanimous

b) It was considered that training will be required for Councillors on the new IT policy to comply with Assertion 10 on AGAR and the suggested date is June 22nd, 2026
RESOLVED: That the date for Councillor training on the new IT policy and assertion 10 compliance be agreed as the evening of June 22nd, 2026 Unanimous

c) The Town Clerk said that the Council should consider the workload for data review as part of Assertion 10 to work towards streamlining the retention of data unless required by law and with advice from our Data Protection Officer Satswana
RESOLVED: To agree that a data review be carried out as soon as practicable. Unanimous

The meeting closed at 20.28

Chairman _____

Date _____

LYDD TOWN COUNCIL

TOWN SERGEANT & GUILD HALL KEEPER

The Town Sergeant is a key figure in the civic life of the town, supporting the Mayor, Deputy Mayor, and Councillors at formal and ceremonial events. The role combines protocol duties, event support, and custodianship of civic regalia and traditions. The Town Sergeant helps uphold the dignity of the Town Council and ensures the smooth running of events and official proceedings.

Responsibilities

Duties Civic and Ceremonial

1. Assist the Mayor and Town Clerk with civic regalia, helping them get ready, ensuring chains of office are properly secured to robes.
2. Carry the civic mace at official functions, including annual council meetings, mayoral processions, and other formal occasions.
3. Announce the arrival of the Mayor, Civic Party, and Dignitaries at official functions as required.
4. Form up and lead civic parades in accordance with the Order of Precedence
5. Accompany the Mayor on walkabouts during events, providing assistance and maintaining dignity of office.
6. Engage courteously with visiting dignitaries, and other officials.
7. Attend official events such as:
   Remembrance Services. Mayor Making Ceremonies, Civic Funerals, Confederation of the Cinque Port events and Lydd Club Day when accompanying the Mayor

Regalia and Protocol

8. Ensure regalia is brought back to the Guildhall after events and is securely stored.
9. Take care of all civic regalia and robes, reporting any issues or damage promptly to the Town Clerk
10. Wear livery appropriate to the role at all formal events and public appearances.
11. Pose for photographs taken by the Town Council and the public; images may be shared on our website and in official publications.
12. Advise the Mayor and Council members on matters of civic protocol and ceremonial tradition.
13. To act as Toast Master at any organised civic or social function organised by the Mayor or Council as and when required.

Other Responsibilities

14. To assist at Civic Functions as allocated by the Town Clerk
15. To be the main key holder for the Guild Hall – to open and close the building for functions, meetings and to hirers of the Guild Hall
16. Any other duties appropriate to the post agreed between the post holder and Town Clerk
17. To liaise with the Mayors secretary regarding the Mayors diary and Civic events.

Person Specification

18. Excellent communication and interpersonal skills.
19. Strong sense of tradition and civic responsibility.
20. Ability to perform ceremonial duties with a high level of formality and professionalism, reflecting the public-facing nature of the role.
21. Available for flexible hours, including evenings, weekends, and public holidays.
22. Comfortable wearing official livery and engaging with the public.
23. Understanding of local government functions and ceremonial protocol.

Responsible to: The Town Clerk

It is important that the Town Sergeant can work with and relate to people from a wide range of backgrounds. As a result, they will need to be personable, adaptable, and flexible, and be able to think on their feet to meet the requirements of the Mayor and the people they meet. They will also need a full and clean driving licence.
The successful candidate will also need to be reliable, discreet, and punctual. This Town Sergeant/Guild Hall keeper position will require being able to work flexibly including in the evenings and weekends.

Qualifications	• Have use of an appropriate 4 door vehicle. • Possess a clean, current, and valid DVLA driving licence.
Knowledge and Experience	• Previous driving experience. • Demonstrable experience of a positive and customer focused approach to dealing with the public and all other contacts. • Have knowledge of civic protocol. • Marshalling of civic parades.
Personal Skills	• Effective written and oral communication. • Able to drive safely within legal limits. • Able to stay calm under difficult circumstances. • Able to be flexible in working arrangements and hours, including occasional evening, weekend, and Bank Holiday working. • Able to take reasonable care to look after their own health and safety. • Able to work as part of a team. • Able to take part in civic events. • Have an interest in Civic protocol and procedure or willingness to learn. • Able to carry the Ceremonial Mace.
Requirements	• To be available for ceremonial events which are normally in the calendar annually • To be able to attend Council meetings in the annual calendar as required (Annual Town Meeting and Mayor Making and opening and closing for bimonthly council meetings as required) • To be available to open and close the Guild Hall for outside hirers booking in advance, • To be available as the first person on the alarm call out for the Guild Hall and able to attend

In additional you will need appropriate business insurance for your car, for which any additional premium will be covered by Lydd Town Council.