

MINUTES OF A MEETING OF LYDD TOWN COUNCIL PERSONNEL COMMITTEE

Held on Monday 26th January 2026 at 6.00pm in the Guild Hall Parlour

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

24. APOLOGIES FOR ABSENCE

None

25. DECLARATIONS OF INTEREST

None

26. MINUTES

RESOLVED: That the minutes of the meeting held on 20th October 2025 were agreed as a true record of the meeting and signed by the Chairman

Unanimous

27. PRESS AND PUBLIC EXCLUDED

None present

28. FINANCE OFFICER

Confidential Report 2026 – C0001

Following the resignation of Mrs Caroline Livesey from the position of Finance Officer the role had been advertised with a view to appointing a suitable replacement.

The Chairman, Cllr. Darren Chapman reported that he and Cllr Paul Rye along with the Town Clerk met with the applicants the week before.

Cllr Chapman reported that whilst the applicants had a financial background and experience none had experience of working with a Council or the specific regulations and audit process. One of the candidates has payroll and pension experience and had researched Scribe which is currently used by the Council for the accounts and was in the opinion of the interviewers the best candidate but would need to learn the regulations of working with a Town Council. Following discussion regarding a potential package which included the offer of a self-employed role as the preferred candidate had said they undertake work for others which would accommodate this arrangement it was agreed that the Town Clerk should discuss the role with the candidate with a view to engagement and the parameters of the remuneration per hour for this work were agreed.

RESOLVED: That the Town Clerk contact the preferred candidate to discuss the terms of the offer for the Finance role within the parameters set by the Committee

Unanimous

29. WEBSITE

The Town Clerk advised that she had been contacted by our website providers and that a telephone call had been arranged by them to discuss the website in more detail with the Town Clerk.

They had advised that the website needed work in tidying up and removing out of date items. The Town Clerk had looked at the problems this afternoon and gave examples to the Councillors where changes would need to be made.

Two Councillors said that they find things difficult to find on the website at the present time and that the 'Latest News' contained very out of date items and that part of the work on the website should include a regular check to remove items no longer in date.

The website providers have suggested a further two-hour training session at a cost of £75 to cover how to improve the layout of the documents uploaded to the website for the staff member so that they can carry out improvements and remove unnecessary old content.

In addition, the support team could carry out work to improve the look of the website at a cost of £35 per hour.

The Town Clerk said that she would ask for the out-of-date items to be removed from the website prior to the training session.

The Chairman suggested that it would be helpful for the Finance Officer to be trained as there is to be checks on the website as part of the AGAR and this was agreed.

The current website was originally set up early in 2021 under accessibility regulations with a change from a .org to a.gov.uk domain for the website and email addresses with content provided by the Town Clerk. The website then complied with accessibility reference WCAG 2.1 AA, which was correct at the time our website was created. The Town Clerk had tabled a document for Councillors from our website provider which detailed that the WCAG guidelines have updated to WCAG 2.2 which are designed to improve accessibility, focusing on users with cognitive or learning disabilities, users with low vision and users with disabilities on mobile devices. Not all the changes will be needed for our website. The Town Clerk advised that the AGAR would have an additional box – assertion 10 which will cover the website and domain name, and it would be helpful to have our website checked for accessibility compliance before the end of the financial year as this will form part of the audit. This has been discussed with the website provider who can carry out an MOT of our site against the latest guidelines to check that it meets current accessibility standards and is inclusive for users and so that we can update our accessibility statement. The Website MOT will cost £145. Councillors discussed and agreed that they wished to see a clean slate for the website.

RESOLVED: That the website MOT at a cost of £145 be commissioned.

That the Town Clerk meet with the prospective candidate for the Finance role and as part of the discussion to raise the possibility of training for the website.

That the cost of training at £75 for a two-hour session for a staff member be agreed.

That the cost for any additional work required by website support at £35 per hour be agreed to ensure that the website is compliant with the current guidelines.

30. VEXATIOUS BEHAVIOUR

Confidential report 2026 – C0002

- a) The Town Clerk had provided a briefing note to Councillors outlining the telephone call from the HSE and follow up email regarding a matter brought to their attention by a resident of Lydd concerning the Lydd Club Day gas leak incident on the Rype the day after Club Day in June 2025.

The Town Clerk explained that this was the same incident that had been brought to the attention of the External Auditor Mazars which they had responded to as part of the Audit process.

RESOLVED: That this be reported to the Town Council in press and public excluded at the March meeting.

- b) The Chairman, Cllr Chapman, said that he was asking the Committee for their support in his meeting with the newly elected Councillors at by elections since the 2023 election who will not be aware of the vexatious behaviour by a member of the public or the decisions in favour of the Council from various other organisations that complaints have been made to. Cllr Chapman said that this is so that they were aware of the situation prior to a report to full Council at the March meeting. Cllr Chapman said that he would like the Town Clerk to attend to update on the amount of work and cost to the Council this has caused.

RESOLVED: That the Personnel Committee support Cllr Chapman meeting with Cllrs. Crump, Dawes, Hills and Lewis to advise them of the vexatious behaviour of a resident of Lydd over several years so that they have the facts and awareness of the Council decision on this matter to not engage with them on Council business.

The meeting closed at 18.45

Chairman _____

Date _____

DRAFT