

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 28 NOVEMBER 2024 at 11.30am

**PRESENT:** Councillor Ann Duke – Chairman  
Councillor Lorna Cross  
Councillor Peter Harris  
Councillor Lesley Howes

**ABSENT:** Councillor Richard Lees

**ALSO PRESENT:** Graham Blew - Town Clerk  
Martin Harding - Assistant Town Clerk / Responsible Financial Officer

266/24-25. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

267/24-25. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Dawn Johnston due to other commitments.

An apology for absence was received from Councillor Elizabeth Wickham due to other commitments.

**Recommended:** That the reason for absence, for the above Town Councillors, be formally accepted and approved.

268/24-25. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

***As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.***

269/24-25. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**270/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 14 MAY 2024.**

**Recommended:** That the minutes from the meeting held on 14 May 2024 be confirmed and signed.

**271/24-25. STAFF MATTERS.**

Members were advised that employee 57 had resigned on 6 June 2024 with the last day of service being 6 September 2024. The new posts had been advertised and interviews taken place. Employees 74 and 75 had started on 5 August 2024 and had settled in very well with no reported issues. The probationary periods were scheduled to end on 5 February 2025.

**Recommended:** That the item be noted.

**273/24-25. STAFFING BUDGET 2025 – 2026.**

Members were reminded that at the Town Council meeting on 24 October 2024 (Minute 115/24-25), and as part of the wider Financial Review & Estimates Process for 2025 – 2026, the following staffing budget recommendation had been agreed:

*That the recommendation of an initial pay rise of 2.5% be set for the 2025 – 2026 financial year be agreed, subject to a review by the Personnel Committee at its meeting in May 2025.*

**Recommended:** That the Staffing Budget 2025 – 2026, as per the resolution from Minute 115/24-25, be noted.

**274/24-25. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Peter Harris and seconded by Councillor Lesley Howes.

**RESOLVED:**

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

275/24-25. **TOWN COUNCIL STAFFING – SUSTAINABILITY REPORT.**

Members considered the contents of the confidential report and after discussion it was proposed, duly seconded and agreed.

**Recommended:**

1. That the current position of the staffing base of the Town Council be noted.
2. That the individual departmental specific recommendations contained within the report be agreed.

There being no further business, the Meeting closed at 12.00 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(CHAIRMAN)