

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on WEDNSDAY 12 NOVEMBER 2025 at 11.00am

**PRESENT:** Councillor Dawn Johnston - Chairman  
Councillor Lorna Cross  
Councillor Lesley Howes  
Councillor Richard Lees  
Councillor Graham Taylor

**ABSENT:** Councillor Elizabeth Wickham

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

**278/25-26. 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.

**279/25-26. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Ann Duke due to other commitments.

An apology for absence was received from Councillor Peter Harris due to other commitments.

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

**280/25-26. 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.***

**281/25-26. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**282/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 12 MAY 2025.**

**Recommended:** That the minutes from the meeting held on 12 May 2025 be confirmed and signed.

**283/25-26. STAFF MATTERS.**

Members were advised that employees 61 and 71 had recently left on 13 August and 21 August respectively. It had been decided to amalgamate the x2 part-time posts into x1 full time position which had been advertised and the recruitment process undertaken.

The successful applicant, Employee 75, began on 21 July 2025 with the probation period expected to end on the 21 January 2026.

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

**284/25-26. STAFFING BUDGET 2026 – 2027.**

In line with minute 273/24-25 and as part of the wider Estimates Process for 2026 – 2027, members considered the staffing budget recommendations propose.

After Members had discussed the level of potential pay rises against the current levels of inflation etc. it was proposed, duly seconded and unanimously agreed:

**Recommended:**

1. That the inclusion of an initial minimum pay rise of 3.0% in the Estimates for 2026 – 2027 be agreed.
2. That the Personnel Committee at its meeting in May 2026 would set the final staffing salary award for 2026 – 2027.

There being no further business, the Meeting closed at 11.15 am.

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