

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on MONDAY 26 JANUARY 2026 at 11.00am

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

**ABSENT:** There were none

**ALSO PRESENT:** Graham Blew - Town Clerk

**400/25-26. 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.

**401/25-26. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Elizabeth Wickham due to ill health.

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

**402/25-26. 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.***

**403/25-26. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**404/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 12 NOVEMBER 2025.**

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

**404a/25-26. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Richard Lees and seconded by Councillor Peter Harris.

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.

405/25-26. **STAFF MATTERS.**

Members were advised that employee 58 had submitted a letter of resignation with a last day of service being 30 January 2026.

Members discussed the serious implications this had for the Town Council and the Chairman / Town Mayor detailed the actions they had undertaken with the Town Clerk to date.

Members clarified that the short-term measures would be a service procurement and not a recruitment as per Financial Regulation 11.1 (i).

After lengthy debate it was proposed, duly seconded and unanimously agreed.

**Recommended:**

- 1 That the actions taken to date be endorsed and that the short-term operation of the Admin Team, as detailed in the confidential report be agreed.
2. That authority be delegated to the Town Clerk, in consultation with the Town Mayor, to administer the Admin Team until a permanent long-term solution has been agreed.
- 3 That the Personnel Committees next meeting considers the future structuring of the Admin Team.

There being no further business, the Meeting closed at 12.30 pm.

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