

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on WEDNESDAY 18 MARCH 2026 at 5.30pm

PRESENT: Councillor Dawn Johnston - Chairman
Councillor Ann Duke
Councillor Lesley Howes
Councillor Richard Lees
Councillor Graham Taylor

ABSENT: Councillor Lorna Cross

ALSO PRESENT: Graham Blew – Town Clerk
Jack Turner – Locum Responsible Financial Officer (via Teams)
Indigo Allred – Administration Officer

506/25-26. 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.

507/25-26. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Peter Harris, due to ill health.

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

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

508/25-26. 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.

509/25-26. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

510/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 25 FEBRUARY 2026.

Recommended: That the minutes from the meeting held on 25 February 2026 be confirmed and signed.

511/25-26. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Graham Taylor 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.

512/25-26. **STAFF MATTERS.**

Members considered the information provided by both the Locum RFO and Councillor Graham Taylor regarding the incorrect payments of the Fringe Allowance for some employees and the draft alignment of Salary Points with those of The National Joint Council for Local Government Services (NJC).

Members had also received draft job descriptions for: Administration Assistant (part time), Assistant Town Clerk, Responsible Financial Officer, Assistant Town Clerk / Responsible Financial Officer, Town Clerk, Parish Clerk along with the Local Government Services Pay Agreement 2025/26 from The NJC to be used to inform the Committees discussion.

Members thanked Councillor Graham Taylor and the Locum RFO for their work.

There followed a lengthy discussion on the contents of the provided documents, and it was proposed, duly seconded and agreed:

Recommended:

- 1 That the Town Clerk/ Responsible Financial Officer role be combined into one post and that the Locum RFO source the Town Clerk / Responsible Financial Officer job description from the Society of Local Council Clerks and distribute it to members to inform them on their next discussion.
- 2 That the Locum RFO investigate the feasibility of outsourcing the payroll processing.
- 3 That the Locum RFO provide letters for each member of staff that had received incorrectly paid fringe allowances, to include that there would be no reduction to wages, however any wage increases would be subject to alignment with the NJC pay scales.

- 4 That the Town Council will freeze the current Fringe Allowance at £1,248.00 until this falls in line with the NJC and that new staff receive the Fringe Allowance.
- 5 That the Locum RFO undertake salary benchmarking on the Town Clerk / Responsible Financial Officer role.
- 6 That the Assistant Town Clerk Job Description be considered by the Locum RFO for benchmarking.

There being no further business, the Meeting closed at 6:30 pm.

Signed: _____
(CHAIRMAN)

Date: _____

