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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## PERSONNEL COMMITTEE.

Councillor Dawn Johnston - Chairman  
Councillor Elizabeth Wickham – Vice-Chairman  
Councillor Emma Ben Moussa  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Lesley Howes  
Councillor Richard Lees  
VACANCY

To all other Councillors: For information only.

**A Meeting of the above Committee will be held on**

**Wednesday 1 July 2026 at 7.00pm**

**at: The Council Offices, The Grove, Swanscombe,  
Kent, DA10 0GA**

*Graham Blew*

Graham Blew  
Town Clerk

Dated: 25 June 2026

**Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 8 onwards.**

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.  
Tel: (01322) 385513 Fax: (01322) 385849



## A G E N D A

\* **PLEASE BE AWARE THAT AS PER STANDING ORDER 23 f) NO SUBSTITUTE MEMBERS ARE ALLOWED FOR THE PERSONNEL COMMITTEE.**

1. Apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of Interest in Items on the Agenda (*Localism Act 2011, s.31*).

***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***

3. To receive items deemed urgent by the Chairman / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).
4. To confirm and sign the Minutes of the Meeting held on 4 June 2026 (p) (*Local Government Act 1972, Sch 12, Para 41(1)*).

### 5. RECOMMENDATION OF INTERVIEW PANEL

To receive a report from the interview panel regarding the recruitment process for the Town Clerk / Responsible Financial Officer, including their recommendations and rationale. Interviews were held at the Town Council Office Tuesday 23 June 2026.

**Recommended:** To note their recommendations

### 6. APPOINTMENT OF TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER

To consider whether to appoint a candidate from the shortlisted applicants.

**Recommended:** To discuss and advise accordingly.

**7. EXCLUSION OF THE PRESS AND PUBLIC.**

TO RESOLVE: 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 press and public leave the meeting during consideration of the following item.

**8. ADMINISTRATION STAFFING ARRANGEMENTS AND JOB DESCRIPTIONS (p).**

To review the administration staffing arrangements and job descriptions. The attached confidential report has been provided to aide discussion.

**Recommended:** To discuss and advise accordingly.

**9. PAYROLL 2025 – 2026 (p).**

A confidential report has been provided by the Locum RFO detailing payroll review of 2025 – 2026.

**Recommended:** To discuss and advise accordingly.



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Swanscombe and Greenhithe Town Council Website:  
<http://www.swanscombeandgreenhithe town council.gov.uk>

