

George Dyson  
Town Clerk

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Community House,  
Meridian Way,  
Peacehaven,  
East Sussex,  
BN10 8BB.

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## Personnel Committee

**Members on this Committee:** Cllr Fabry (Chair of Committee), Cllr Veck, Cllr Campbell, Cllr Alexander, Cllr Donovan, Cllr Cheta, Cllr Gallagher, Cllr Harman, Cllr Bradley.

24<sup>th</sup> September 2025

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 30<sup>th</sup> September 2025 at 7.30 p.m.**

A handwritten signature in black ink, appearing to be "G Dyson", written over a horizontal line.

**George Dyson, Town Clerk.**

## AGENDA

1. **E603** CHAIR'S ANNOUNCEMENTS
2. **E604** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E605** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E606** TO ADOPT THE MINUTES OF 8<sup>TH</sup> JULY 2025 MEETING
5. **E607** TO REVIEW COMMITTEE'S BUDGETARY POSITION AND DISCUSS 2026/27 BUDGETARY REQUIREMENTS
6. **E608** DATE OF NEXT MEETING – TUESDAY 20<sup>TH</sup> JANUARY 2026 AT 7:30PM.
7. **E609** TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

**NOTE:** In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the discussion of the following items.

8. **E610** TO REVIEW THE COMMITTEE ACTION PLAN
9. **E611** TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS
10. **E612** TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS
11. **E613** TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING
12. **E614** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
13. **E615** TO RECEIVE AN UPDATE ON SUPPORT FOR THE GROUNDS TEAM
14. **E616** TO NOTE RECENT ACHIEVEMENTS
15. **E617** TO NOTE THAT A CONFIDENTIAL INVESTIGATION IS TAKING PLACE
16. **E618** TO NOTE THE EMPLOYMENT OF A CIVIC & EVENTS OFFICER
17. **E619** TO NOTE ARRANGEMENTS FOR THE TOWN CLERK'S UPCOMING LEAVE
18. **E620** TO NOTE THE ARRANGEMENTS FOR THE TOWN CLERK'S APPRAISAL
19. **E621** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):
  - a. Wellbeing
  - b. Employee SCP banding

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## Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 8<sup>th</sup> July 2025 at 7.30pm.

**Present:** Cllr Fabry, Cllr Veck, Cllr Bradley, Cllr Gordon-Garrett, Cllr Harman, Cllr Donovan, Cllr Gallagher, Cllr Alexander.

**Officers:** George Dyson (Town Clerk)

### 1. E585 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:36, welcomed members, reminded everyone of the building fire procedures, asked that phones be put onto silent, read out a statement on Civility & Respect, and reminded everyone of the importance of Confidentiality on this Committee.

### 2. E586 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies received from Cllr Campbell, with Cllr Gordon-Garrett substituting.

Cllr Cheta was absent.

### 3. E587 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

### 4. E588 TO ELECT A VICE CHAIR OF COMMITTEE

It was proposed that Cllr Veck be vice-chair of the Committee.

**Proposed by:** Cllr Fabry      **Seconded by:** Cllr Gordon-Garrett  
Committee **resolved** to **agree** to this proposal.

### 5. E589 TO ADOPT THE MINUTES OF 15<sup>TH</sup> APRIL 2025 MEETING

**Proposed by:** Cllr Gallagher      **Seconded by:** Cllr Donovan  
The minutes of 15<sup>th</sup> April 2025 were **agreed** and **adopted**.

### 6. E590 TO REVIEW COMMITTEE'S BUDGETARY POSITION

There was a discussion on the budgetary report and what was included under different budget headings.

Committee **noted** the budgetary report.

### 7. E591 DATE OF NEXT MEETING – TUESDAY 30<sup>TH</sup> SEPTEMBER 2025 AT 7:30PM.

The next meeting was confirmed as 30<sup>th</sup> September 2025.

### 8. E592 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

**Proposed by:** Cllr Veck      **Seconded by:** Cllr Gallagher  
Committee **resolved** to **agree** to exclude press and public from the remaining agenda items.

**NOTE:** In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the discussion of the following items.

## **9. E593 TO REVIEW THE COMMITTEE ACTION PLAN**

The Wellbeing TFG was discussed, noting that the wellbeing survey has recently closed and there will likely be a TFG meeting soon to discuss this. Cllr Fabry asked to come off the TFG as she is now Committee Chair and suggested that it would be good for another Cllr to join. Cllr Alexander gave an overview of what the TFG do and how they work.

Cllr Bradley will join the Wellbeing TFG.

The staff length of service item can now come off the action plan, and the recognition was well received.

Committee **noted** the action plan.

## **10. E594 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS**

Cllr Veck asked about working well for all training and what this involved. The Clerk explained the background to this heading, and there was a discussion about organising a training session for this subject.

Cllr Fabry highlighted some recent cyber-security training delivered to District Councillors which was a very beneficial session, there was a brief discussion about cyber-security, and it was felt that this training would be beneficial for Peacehaven Town Council too.

Committee **noted** the Councillor training plan

## **11. E595 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS**

Committee congratulated the continued work keeping staff training up to date.

Committee **noted** the staff training plan.

## **12. E596 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING**

There was a brief discussion about the training feedback, as well as Committee noting that some feedback appears to have been given mistakenly due to thinking the 1-5 scale was the other way around – this will be made clearer at the next set of training.

Committee **noted** the feedback from recent training.

## **13. E597 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE**

The Clerk summarised recent staff sickness absence, noting one member of staff on long term sickness absence and how this is being managed.

Committee **noted** the staff sickness absence report.

## **14. E598 TO AGREE TO START RECRUITMENT FOR A VACANT POSITION**

The Clerk introduced the item, summarised background and the report. Cllr Donovan thanked the office staff for their support covering this so far and hoped the Committee would agree to start recruitment.

There was a brief discussion about commencing recruitment, noting that this position has been discussed for well over a year now. Two amendments to the recruitment pack were requested including changing a picture, and adding the Town Crier and other Civic positions to the job description,

It was proposed that Committee agree to start recruitment, and to appoint Councillors to shortlist and conduct interviews.

**Proposed by:** Cllr Donovan      **Seconded by:** Cllr Gallagher  
Committee **resolved** to **agree** to this proposal.

Cllrs Fabry & Harman will undertake the shortlisting of candidates for interview.  
Cllrs Donovan & Veck with either the Meetings & Projects Officer or Town Clerk will conduct the interviews.

#### **15. E599 TO DISCUSS GROUNDS TEAM CAPACITY**

The Town Clerk introduced the item and summarised the information in the report. Committee considered possible means of support for the Grounds Team over the coming summer months.

The Committee discussed the report and considerations for the recommendations.

It was proposed that Council agree to the recommendations in the report.

**Proposed by:** Cllr Gallagher      **Seconded by:** Cllr Harman  
Committee **resolved** to **agree** to this proposal.

Cllr Fabry & Harman will conduct interviews for a possible secondment.

It was also mentioned that there will be a need to look at the Grounds Team job titles and job descriptions.

#### **16. E600 TO DISCUSS EMPLOYEE SCP BANDING**

The Town Clerk introduced the item and explained the background to it, there was a lengthy discussion about the banding, and it was felt more discussion would be needed on the topic.

It was proposed that a small TFG be set up to look into the matter and report back to Committee.

**Proposed by:** Cllr Fabry      **Seconded by:** Cllr Gallagher  
Committee **resolved** to **agree** to this proposal.

TFG members will be Cllr Alexander, Cllr Harman, Cllr Bradley, and the Town Clerk.

#### **17. E601 TO RECEIVE AN UPDATE ON THE CLERK'S APPRAISAL**

The Committee Chair introduced the item and explained the appraisal process.

It was proposed the appraisal form be reviewed, and that the Town Clerk have the next interim appointment as planned in October.

**Proposed by:** Cllr Veck      **Seconded by:** Cllr Fabry  
Committee **resolved** to **agree** to this proposal.

#### **18. E602 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):**

- a. Wellbeing

This TFG had already fed back earlier in the meeting.

*There being no further business, the meeting was closed at 21:16.*

Month No: 6

	Actual Year to date	Current Annual Budget	Variance Total	% Spent	Transfer to/from EMR
100 General Administration					
4001 Salaries	195,669.00	530,494.00	334,825.00	36.9%	This does <b>NOT</b> include September salaries
4002 Employer N.I Contributions	25,456.00	57,000.00	31,544.00	44.7%	
4003 Employer Pension Contributions	36,716.00	93,000.00	56,284.00	39.5%	
4004 Overtime	1,734.00	4,000.00	2,266.00	43.3%	
4011 Training	305.00	2,500.00	2,195.00	12.2%	
4014 Staff Costs	149.00	750.00	601.00	19.9%	4,813.00
4312 Professional Fees - Other	6,305.00	8,500.00	2,195.00	74.2%	
4333 Members Allowance	0.00	8,500.00	8,500.00	0.0%	
4334 Members Training	16.00	1,500.00	1,484.00	1.1%	

## PERSONNEL

### 100   General Administration

	2024/25 Budget	Draft 2025/26 Budget	% Change
4001 Salaries	530,494	557,019	5.0%
4002 ER's NIC	57,000	65,500	14.9%
4003 ER's Supn	93,000	111,404	19.8%
4004 Overtime	4,000	4,000	0.0%
4011 Office Staff Training	2,500	2,500	0.0%
4014 Staff costs	750	750	0.0%
4212 Staff Mileage Costs	500	500	0.0%
4334 Members Training	1,500	1,500	0.0%
General Administration: Expenditure	689,744	743,173	7.7%
<b>Net Expenditure over Income</b>	<b>689,744</b>	<b>743,173</b>	<b>7.7%</b>
<b>PERSONNEL: Total Expenditure</b>	<b>689,744</b>	<b>743,173</b>	<b>7.7%</b>
<b>PERSONNEL: Total Income</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure over Income</b>	<b>689,744</b>	<b>743,173</b>	<b>7.7%</b>