

George Dyson
Town Clerk

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

Personnel Committee

Members on this Committee: Cllr Fabry (Chair of Committee), Cllr Veck, Cllr Campbell, Cllr Alexander, Cllr Donovan, Cllr Rosser, Cllr Gallagher, Cllr Harman, Cllr Davies.

14th January 2026

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 20th January 2026 at 7.30 p.m.**

A handwritten signature in black ink, appearing to be "G Dyson", written in a cursive style.

George Dyson, Town Clerk.

AGENDA

1. **E630** CHAIR'S ANNOUNCEMENTS
2. **E631** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E632** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E633** TO ADOPT THE MINUTES OF 17TH DECEMBER 2025 EXTRAORDINARY MEETING
5. **E634** TO REVIEW THE COMMITTEE BUDGETARY POSITION
6. **E635** DATE OF NEXT MEETING – TUESDAY 14TH APRIL 2026 AT 7:00PM.
7. **E636** 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. **E637** TO REVIEW THE COMMITTEE ACTION PLAN
9. **E638** TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS
10. **E639** TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS
11. **E640** TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING
12. **E641** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
13. **E642** TO NOTE RECENT ACHIEVEMENTS
14. **E643** TO RECEIVE A REPORT ON AN EMPLOYEE'S RETURN TO WORK
15. **E644** TO NOTE COMPLETION OF THE TOWN CLERK'S APPRAISAL
16. **E645** TO NOTE A REPORT ON AN EMPLOYEES ONGOING PROBATIONARY PERIOD
17. **E646** TO DISCUSS THE CIVILITY AND RESPECT PLEDGE AT PEACEHAVEN TOWN COUNCIL
18. **E647** 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 Charles Neville Room, Community House on Wednesday 17th December 2025 at 6.30pm.

Present: Cllr Fabry, Cllr Veck, Cllr Rosser, Cllr Donovan, Cllr Gallagher, Cllr Alexander, Cllr Griffiths, Cllr Davies, Cllr Gordon-Garrett.

Officers: George Dyson (Town Clerk)

1. E622 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 18:31, 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 every one of the importance of Confidentiality on this Committee. The Chair also reinforced the importance of familiarity with relevant policies for members of the Personnel Committee in particular.

Cllr Donovan shared with Committee members a message of thanks from the outgoing Peacehaven Youth Mayor.

The Clerk provided a brief update on a staffing matter.

2. E623 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Campbell, with Cllr Gordon-Garrett substituting, and from Cllr Harman, with Cllr Griffiths Substituting.

3. E624 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

Cllr Donovan declared a non-pecuniary interest in item E628.

4. E625 TO ADOPT THE MINUTES OF 30TH SEPTEMBER 2025 MEETING

Proposed by: Cllr Veck **Seconded by:** Cllr Alexander

The minutes of 30th September 2025 were **agreed** and **adopted**.

5. E626 DATE OF NEXT MEETING – TUESDAY 20TH JANUARY 2026 AT 7:30PM.

The date of the next meeting was confirmed as Tuesday 20th January 2026 at 7:30pm.

6. E627 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Veck **Seconded by:** Cllr Gordon-Garrett

The Committee **resolved** 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.

7. E628 TO NOTE A REPORT ON A CONFIDENTIAL INVESTIGATION

It was proposed that Committee suspend Standing Orders so that Cllr Donovan could remain in the meeting for this item.

Proposed by: Cllr Alexander **Seconded by:** Cllr Gordon-Garrett

Committee **resolved** to **agree** to this proposal.

Standing Orders were suspended at this point (18:42)

The Chair read out the confidential report to the Committee.

Cllr Griffiths advised that she had been expecting to be interviewed as part of this investigation but was not in the end, as well as querying what other recommendations could be made other than those in the confidential report.

The Clerk explained the reason for this meeting and intended outcomes.

Cllr Gallagher asked about the process that has been followed and whether the Council's HR provider was consulted, which the Clerk responded to.

Cllr Rosser spoke about the emotional reality being important, and handling these matters with confidentiality and care, and the upmost protection for all involved.

Cllr Alexander queried the use of the grievance policy, the Clerk clarified the practical application of this in this instance.

Cllr Davies agreed that the grievance policy in this instance would not have been appropriate, and also spoke about legislation at a national level is looking at Councillor sanctions. The importance of applying Civility & Respect principles was also reinforced, that lessons from previous incidents still have not been full learnt, and that we do need to reflect on these sort of matters.

There was a wider discussion on Civility & Respect.

The Committee **noted** the confidential report.

Standing orders were reinstated at this point (19:28)

8. E629 TO DISCUSS CONFIDENTIALITY IN RELATION TO THE PERSONNEL COMMITTEE

The Clerk introduced the report and summarised the reasons behind this, which Committee briefly discussed.

Committee **noted** the confidential report.

9. E630 TO PROGRESS THE WORK OF THE EMPLOYEE SCP BANDING TFG

The Clerk summarised the item, Cllr Fabry and Cllr Gallagher will join the TFG, the Clerk will send around a message to TFG members to arrange a meeting soon.

There being no further business, the meeting was closed at 19:36.

14/01/2026

Peacehaven Town Council

Detailed Income & Expenditure by Budget Heading 14/01/2026

Month No: 10

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	352,726.00	530,494.00	177,768.00	177768	66.5%	
4002 Employer N.I Contributions	45,187.00	57,000.00	11,813.00	11813	79.3%	
4003 Employer Pension Contributions	68,910.00	93,000.00	24,090.00	24090	74.1%	
4004 Overtime	1,696.00	4,000.00	2,304.00	2304	42.4%	
4011 Training	768.00	2,500.00	1,732.00	1732	30.7%	
4014 Staff Costs	200.00	750.00	550.00	550	26.7%	
4212 Mileage Costs	207.00	500.00	293.00	293	41.4%	
4312 Professional Fees - Other	10,773.00	8,500.00	(2,273)	(2,273)	126.7%	6072
4333 Members Allowance	2,250.00	8,500.00	6,250.00	6250	26.5%	
4334 Members Training	227.00	1,500.00	1,273.00	1273	15.1%	

