

George Dyson
Town Clerk

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

Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 14th April 2026 at 7.30pm.

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

Officers: George Dyson (Town Clerk)

1. E648 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, 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. E649 TO CONSIDER APOLOGIES FOR ABSENCE

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

3. E650 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E651 TO ADOPT THE MINUTES OF 20TH JANUARY 2026

It was proposed that the minutes be adopted as read.

Proposed by: Cllr Veck **Seconded by:** Cllr Davies

Committee **resolved** to **adopt** the minutes of 20th January 2026.

5. E652 TO REVIEW THE COMMITTEE BUDGETARY POSITION

The Clerk summarised the year end budgetary position, and explained notable variances.

Committee **noted** the budgetary position.

6. E653 DATE OF NEXT MEETING – TUESDAY 22ND SEPTEMBER 2026 AT 7:30PM.

The next meeting was confirmed as Tuesday 22nd September 2026 at 7.30pm.

7. E654 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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

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.

8. E655 TO REVIEW THE COMMITTEE ACTION PLAN

Committee **noted** the Action Plan.

The Chair went through the Committee action plan and highlighted the key points, there was a brief discussion about the progress of the SCP banding TFG, as well as discussion on the Civility & Respect Pledge.

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9. E656 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

Committee **noted** the Councillor Training Plan.

10. E657 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

Committee **noted** the Staff Training Plan.

11. E658 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

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

12. E659 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised recent sickness absence, and confirmed that there are no cases of long term sickness absence on this report.

Committee **noted** the report.

13. E660 TO NOTE COMPLETION OF THE TOWN CLERK'S APPRAISAL

The Chair of Committee informed the Committee of the agreed objectives of the Clerk's appraisal, and discussed how these will be applied.

Committee **noted** the completion of the Clerk's appraisal.

14. E661 TO NOTE COMPLETION OF EMPLOYEE APPRAISALS AND AGREE ANY SCP CHANGES

The Clerk introduced and summarised the report, as well as the discussions had at the SCP banding TFG.

It was proposed that Committee agree the revised increment increases

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

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

No proposals were put forward for re-banding of any employees at this time, but that Committee would keep this under review.

15. E662 TO NOTE A REPORT ON AN EMPLOYEES ONGOING PROBATIONARY PERIOD

There was a lengthy discussion about the report, and the importance of continuing to involve the Chair and Vice-Chair of the Committee in the matter was highlighted.

Committee **noted** the report.

16. E663 TO DISCUSS THE ONBOARDING PROCESS FOR NEWLY CO-OPTED COUNCILLORS

The Clerk introduced the item and summarised the background.

Cllr Veck suggested ways in which additional support could be given, suggesting an informal meeting with an element of training early on following co-option, and also some form of mentoring/ buddying system.

Cllr Alexander highlighted some of the ways in which the District Council inboard new Councillors, including Officer point of contacts and printed documentation.

Cllr Rosser highlighted some points about respect for each other, and how his experience being co-opted was excellent, but why people want to be co-opted, and their expectations of being a Councillor are not always a reality.

Cllr Davies raised concerns about the process at the co-option meeting being intimidating.

The Clerk will investigate how other Councils run their co-option processes to see if there's any best practices that could be adopted.

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17. E664 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

There are no further updates from the Wellbeing TFG at this time.

b. Employee SCP banding

The SCP banding TFG had reported back earlier in the agenda.

There being no further business, the meeting closed at 21:12.

N. J. M. 22-09-26

