

George Dyson
Town Clerk

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Community House,
Meridian Way,
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East Sussex,
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Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 22nd September 2026 at 7.30pm.

Present: Cllr Fabry, Cllr Veck, Cllr Rosser, Cllr Gallagher, Cllr Alexander, Cllr Davies.

Officers: George Dyson (Town Clerk)

1. E665 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. E666 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies received from Cllr Harman.

3. E667 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E668 TO ELECT A COMMITTEE VICE-CHAIR

It was proposed that Cllr Veck be Vice-Chair of the Committee.

Proposed by: Cllr Fabry **Seconded by:** Cllr Davies

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

5. E669 TO ADOPT THE MINUTES OF 14TH APRIL 2026

It was proposed that the minutes be adopted as read.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Veck

Committee **resolved** to **adopt** the minutes of 14th April 2026.

6. E670 TO REVIEW THE COMMITTEE BUDGETARY POSITION

The Clerk explained that this month's payroll (which includes the settlement back pay) has not been processed yet, so is not showing on this budgetary update.

There was a discussion about the professional fees budget, and what comes out of this code.

Committee **noted** the budgetary position.

7. E671 TO DISCUSS THE 2027/28 DRAFT BUDGET

There was a brief discussion on the proposed budget, and that financial forecasting for staffing costs next year is ongoing.

Committee **noted** the draft 2027/28 budget.

8. E672 DATE OF NEXT MEETING – TUESDAY 26TH JANUARY 2027 AT 7:30PM.

The next meeting was confirmed as 26th January 2027.

9. E673 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Veck

Seconded by: Cllr Alexander

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.

10. E674 TO REVIEW THE COMMITTEE ACTION PLAN

There was a discussion on the progress of items on the business plan, and that some items, particularly the employee SCP banding TFG work, will need to start up again soon.

Committee **noted** the action plan.

11. E675 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

The Clerk summarised that there is now unlikely to be much more Councillor training taking place as Council elections will be taking place in May, although there may be a need for some updated Planning training. It was highlighted how successful Councillor training has been during this Council, and that we need to start discussing training needs for post-elections.

Committee **noted** the Councillor training plan.

12. E676 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

It was highlighted that there is a reasonable amount of training needing renewing in the next 3 months, including Manual Handling for most staff, which is scheduled in.

Committee **noted** the Staff training plan.

13. E677 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

There was no update for this item.

14. E678 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised recent staff sickness absence.

The Chair requested that it be noted that Committee recognise the commitment of staff in keeping sickness absences low.

Committee **noted** the sickness absence report.

15. E679 TO NOTE ACCIDENT/ INCIDENT REPORT OVERVIEW

The Clerk introduced the report and explained the background to the item.

Committee discussed the report and its recommendations, including that there may be some scope for the Audit TFG to include this in their work, and for reports on recent accidents/ incidents to continue coming to Committee moving forward.

Committee **noted** the report.

16. E680 TO NOTE THE 2026/27 NATIONAL JOINT COUNCIL PAY AWARD.

The Clerk explained that the backpay amounts and new salaries are currently being processed by payroll, and that the full financial information for this is not available yet, but that the award was 3.3%, and the new SCP bands are included in the paper appendices.

Committee **noted** the NJC pay award.

17. E681 TO NOTE A REPORT ON AN EMPLOYEES PROBATIONARY PERIOD

The Clerk summarised the report, and thanked the Chair & Vice-Chair of Committee for their input into this item.

There was a discussion on the decision and the reasons for it, as well as employee performance and management moving forward.

Committee **noted** the report.

18. E682 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

This had been discussed earlier as part of the action plan.

b. Employee SCP banding

This had also been discussed earlier as part of the action plan.

There being no further business the meeting was closed at 20:53.