

Lyminge Parish Council

DRAFT Minutes of Lyminge Parish Council Personnel Committee Meeting.
Held on Saturday 19th July 2025 in Lyminge Village Hall

Present: Cllrs Fagg, Hall and McWhinnie

In attendance: Chani Sanger (Clerk)

07.01 Election of a chairman for the purpose of the meeting: Cllrs resolved to approve Cllr Fagg as chairman for the purpose of the meeting.

07.02 Apologies: Cllr Baldwin

Declarations of interest: None

The committee resolved to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business to be transacted.

07.03 Cover arrangements:

07.03.1 It was noted that the clerk had provided a comprehensive overview of the options available to the council, along with a professional recommendation. The overview included three candidates all at varying experience and qualification levels and all at varying costs. The committee reviewed the candidate profiles against the current clerk's position discussing the costs, experience and 'other things to consider' section.

07.03.2 The committee resolved to accept candidate C1 on the basis of cost, local connection, proximity to the parish and relevant local experience.

07.03.3 The committee considered contract terms and noted that the clerk's recommendation had outlined important contractual terms which should make up part of the committee's recommendation. Those terms were:

- Contractual hours: Up to 25 hours per week
- Contract length: to be 9 months with the option to extend to 12 months.
- Minimum of one day a week in the office, preferably a Tuesday.
- Mileage allowance at the payable rates set out by HMRC
- A minimum of one weeks' handover with the incumbent clerk to ensure that the locum clerk is familiar with the current ambitions and projects at the council, ensuring that a 'to do' list is produced. This includes tasks such as training staff on how to use Scribe etc.

It was noted that the full recommendation would be circulated to the full council as part of an agenda pack.

07.04 Councillor conduct:

The committee resolved to seek advice from WorkNest and bring the issues raised by employees to full council.

07.05 Date of next meeting: TBC

Meeting closed at 11:03

Signed: _____ Chair (Date __/__/25)