



# PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee  
held at Meeching Hall, 2 Fort Road, Newhaven  
on **Tuesday 27<sup>th</sup> May 2025 at 8:00pm**

**PRESENT:**

Councillor's Lindsey Macleod (Chair)  
Shaun Boniface  
Corina Watts  
Julie Carr

**ALSO ATTENDING:**

Cllrs L. Boniface  
Bishop  
Taylor  
Ken Dry, Town Clerk

**PE01/25** The Chair informed those present that this meeting will be recorded and then made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

**PE02/25** **TO ELECT A MEMBER OF THIS PERSONNEL COMMITTEE TO THE ROLE OF CHAIRMAN FOR THE SAME.**

Cllr. S. Boniface **PROPOSED** that Cllr. Macleod take the role of Chairman of this committee, this was

**SECONDED** by Cllr. Carr, and following a unanimous vote in favour, it was

**RESOLVED** that Cllr. Macleod take the role of Chairman of this Personnel Committee for the ensuing year.

**PE03/25** **TO ELECT A MEMBER OF THIS PERSONNEL COMMITTEE TO THE ROLE OF VICE-CHAIRMAN FOR THE SAME.**

Cllr. Watts **PROPOSED** that Cllr. S. Boniface take the role of Vice Chairman of this committee, this was

**SECONDED** by Cllr. Carr, and following a unanimous vote in favour, it was

**RESOLVED** that Cllr. S. Boniface take the role of Vice Chairman of this Personnel Committee for the ensuing year.

**PE04/25** **APOLOGIES FOR ABSENCE**

Cllrs. Saunders and Pettitt

Absent – Cllr. Thomas

**PE05/24 DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

There were none.

**PE06/24 TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 10<sup>TH</sup> DECEMBER 2024 ARE AN ACCURATE RECORD OF THE MEETING**

**RESOLVED:**

That these Minutes be signed by the Chairman as a true record of the proceedings.

**PE07/24 PETITIONS/PUBLIC QUESTIONS**

There were none.

**PE08/24 EXCLUSION OF PRESS AND PUBLIC - TO RESOLVE THAT THE PRESS AND PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING IN ACCORDANCE WITH THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960, IN VIEW OF THE CONFIDENTIAL NATURE OF THE PERSONNEL MATTERS TO BE DISCUSSED.**

**RESOLVED.**

**PE09/24 CONFIDENTIAL – TO CONSIDER AN ADVANCEMENT OF SALARY SPINAL COLUMN POINT.**

The Town Clerk summarized his report.

Following discussion, it was

**RESOLVED** unanimously,

That the current incumbents of the roles of Executive Officer, and Communications & Events Officer receive advancement to the next highest salary spinal column point, with effect from April 1<sup>st</sup> 2025.

Cllr. Carr asked that on behalf of the Committee, both staff members be thanked for their excellent work to date.

There being no further business, the Meeting closed at 20:04Hrs.

**Date:** .....  
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**Chairman**