



Town Council Offices,
18 Fort Road,
Newhaven.
East Sussex.
BN9 9QE.

Tel 01273 516100

Email admin@newhaventowncouncil.gov.uk

2nd December 2025

Dear Sir/Madam,

PERSONNEL COMMITTEE.

You are hereby summoned to attend a Meeting of the Personnel Committee to be held at Newhaven Town Council Offices, 18 Fort Road, Newhaven on **Tuesday 9th December 2025 at 7:20pm.**

Meeting Link for public participation:- https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjlwMTU3OTEtNmU2My00YmNhLTlhY2UtMjhkMzA0OWJkZGRj%40thread.v2/0?context=%7b%22id%22%3a%221afd6a06-a9ac-45a1-9a6f-82629bb752bb%22%2c%22Oid%22%3a%2257bc2912-6006-4595-a67c-a898670f9763%22%7d

Please Note:

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.

Councillors: Lindsey Macleod (Chair)
Shaun Boniface (Vice Chair)
Steve Saunders
Corina Watts
Jo Pettitt
Julie Carr

Ken Dry
Town Clerk



AGENDA

Chair to inform all in attendance that;

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1. Apologies for Absence
2. 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.
3. To consider whether the Minutes of the Meeting of the Personnel Committee held on Tuesday 27th May 2025 are an accurate record of the meeting.
4. Petitions/Public Questions.
5. To consider a Staff Time Keeping/Flexi Software Suite – Report by the Executive Officer.
6. New role of 'Ranger' – Discussion Item
7. 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.
8. **CONFIDENTIAL** – To consider and note Staff Salary implications for the Financial Year 2026-27.

PLEASE NOTE:

All members of the public are welcome to attend on-line and physical Meetings of the Town Council and its Committees.

Item 4 - a period of 15 minutes will be set aside for the receipt of petitions (minimum 10 signatures) and public questions relating to the published non-confidential business of the Meeting. Should you wish to present a petition or a specific question to the meeting, please submit this to admin@newhaventowncouncil.gov.uk at least three days before the meeting

It may be necessary to consider particular items in confidential session.
Where this arises, these items will be considered at the end of the Agenda.