



# PERSONNEL COMMITTEE

Minutes of the Meeting of the Personnel Committee  
held at Newhaven Town Council Offices, 18, Fort Road, Newhaven  
on **Tuesday 2<sup>nd</sup> June at 7:15pm.**

**PRESENT:** Councillors Shaun Boniface  
Jo Pettitt  
Sarah Hale  
Steve Saunders  
Corina Watts  
Julie Carr

**ALSO ATTENDING:** Stephen Honey, Executive Officer

**PE01/26** The Vice 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.

**PE02/26** **TO ELECT A MEMBER OF THIS PERSONNEL COMMITTEE TO THE ROLE OF CHAIRMAN FOR THE SAME.**

Following discussion, Cllr. Boniface, **NOMINATED** Cllr. Pettitt for the role of Chair and this was, **SECONDED** by Cllr. Hale, and following a unanimous vote of those present, it was **RESOLVED** that Cllr Pettitt undertake this role for the ensuing Civic Year.

Cllr. Pettitt then took the role of Chair.

**PE03/26** **TO ELECT A MEMBER OF THIS PERSONNEL COMMITTEE TO THE ROLE OF VICE-CHAIRMAN FOR THE SAME.**

Following discussion, Cllr Saunders, **NOMINATED** Cllr. Hale for the role of Vice Chair and this was, **SECONDED** by Cllr. Boniface, and following a unanimous vote of those present, it was **RESOLVED** that Cllr. Hale undertake this role for the ensuing Civic Year.

**PE04/26** **APOLOGIES FOR ABSENCE.**

Cllr. Macleod

**PE05/26      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.**

None declared.

**PE06/26      TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 9<sup>TH</sup> DECEMBER 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

**RESOLVED:** That these minutes be signed by the Chair as a true record of the proceedings.

**PE07/26      PETITIONS/PUBLIC QUESTIONS.**

None.

**PE08/26      STAFFING TO ANTICIPATE DEVOLUTION AND LOCAL GOVERNMENT RE-ORGANISATION. DISCUSSION ITEM.**

**19 :20Hrs**      Cllr. Carr joins the meeting.

The Town Clerk summarised the impending operational requirements for some form of 'Ranger Service' and referring to the exemplar Job Descriptions/Person Specifications previously supplied to the committee, explained the key differences between the roles of 'Countryside Ranger' and 'Urban Ranger'.

**19:25Hrs**      Cllr. Watts joins the meeting.

Following discussion, it was agreed that officers;

- Develop a Job Description/Person Specification for a role similar to that of a 'Countryside Ranger', and
- Seek an external/independent salary evaluation of the same.

There being no further business, the Meeting was closed at 19:42 HRS.

**Date:** .....

**Chair:**.....