

Report from first meeting of the HR committee 21.10.25, Peasmarsh Memorial Hall, 3pm.

Present: Councillors Gina Sanderson (GS) (Chair), Mick Coleman (MC) and Rose Kiley (RK).

- 1. Apologies for absence – none.**
- 2. Disclosure of interests under the Council's Code of Conduct – none.**
- 3. Clerk's performance review – using the Annual Objectives spreadsheet from 2024.**

GS talked everyone through the objective's spreadsheet from Oct 2024. The general objectives had all been fulfilled and would remain the same for the next year. The management of the Coronation Garden to move from a specific objective to a general objective as there are no specific plans for expansion of the site in the next year.

Specific Clerk objectives that were completed – the archive folders in the Memorial Hall cabinet were organised and PL categorised the archive. The Clerk sent old files for shredding to a professional company as per Data Protection Act regulations.

The Clerk made sure that all policies were reviewed in meetings and put together a new policy review schedule for the future.

The Clerk completed training on websites and social media.

Following a complete year under the guidance of a new external auditor; the Clerk has sought to follow guidance on compliance issues. For example, the Clerk organised the use of new .gov.uk domain name emails for all Councillors. These are now up and running well.

RFO objectives were all fulfilled but it was noted that the Clerk had experienced significant issues with Lloyds Business Banking in adding and removing signatories to the online banking system which took up a lot of time. These issues have now been resolved. HMRC PAYE reporting has also increased due to the requirement to pay NI employer contributions.

4. To set Clerk's objectives for the next year

General objectives remain the same. Specific objectives for the next year are as follows:

- To investigate the cost of moving the website to the new email provider's domain and putting this in the FY26-27 budget. To comply with the audit requirement for a fully accessible website. The current website is managed by RDC, who may wish to devolve this service in light of local government reorganisation plans.
- Organise the removal of weeds in the communal areas of the Coronation Garden using salt or similar methods on an organic basis.
- Manage the change of use of the skate park project via community consultation.
- Deal with the legal/financial implications of the transfer of assets from RDC to the Parish Council – this includes the Recreation Ground/Pavilion and the allotments (not the skate park or Coronation Garden).
- Continue to manage the day to day running of the Pavilion and Recreation Ground – Rye Bay FC's use of the grounds, ad hoc rentals of the Pavilion and have oversight of the cleaner and caretaker.
- Keep up to date with Local Government reforms and keep the PC updated.
- Councillors discussed the loss of collective PC historical knowledge since the last HR Committee meeting with the loss of David Pankhurst and the resignations of Hilary Pankhurst and Ray Hollman (having been on the PC for over 40 years). It was felt that there was a need to encourage a more connected support network/delegation amongst councillors so that the Clerk is not overburdened with tasks and to provide cover in case of the Clerk's absence – a form of 'business continuity' plan.

RFO specific objectives

- MC requested a separate budget meeting annually (usually December or January before submission of the precept request to RDC at the end of January). This will allow a more detailed discussion of ongoing/new costs which is often rushed in a general meeting.

5. Clerk's pay review – The HR Committee ask the PC to approve a pay rise from level 31 of LC2 pay band (£21.65) to level 32 of LC2 pay band (£22.20 per hour) from November's pay.

6. **Caretaker role** – The Clerk said that the Caretaker had handed in his notice due to stopping working freelance work and beginning to work for another company. He would be leaving at the end of November. The HR Committee said that advertising for the new role should start with informal advertising on the local Facebook pages before starting to advertise more formally.

7. **To note next HR committee meeting – annual – October 2026.**