

Tuesday 21st October 2025

You are hereby summoned to attend a meeting of the **Personnel Committee** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG** on **Monday 27th October 2025 at 7pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note, proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by



Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members

Cllr Libby Ancrum, Chair	Cllr Lionel O'Hara
Cllr Tony Clayton, Mayor	Cllr Claire Shea, Leader & Vice-Chair
Cllr Lise Michaelides	Cllr Nigel Wightman

Quorum, minimum of three members

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

AGENDA

1	APOLOGIES FOR ABSENCE To receive and note apologies for absence.
2	REQUESTS FOR DISPENSATIONS To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).

3	DECLARATIONS OF INTEREST To receive any declarations of interest from members in respect of any items of business included in this report.
4	MINUTES OF MEETING OF PERSONNEL COMMITTEE MEETING HELD ON 19TH MARCH 2025 To receive, adopt and sign the Minutes of the Meeting of the Personnel Committee held on 19th March 2025 as a true record.
5	NOTES OF STAFF MEETINGS To receive notes of Staff Meetings held on: • 15th April 2025 • 11th June 2025
6	SEVENOAKS TOWN COUNCIL STAFF - HR MANAGEMENT INFORMATION 2024/2025 FINAL REPORTS 1. Staffing Details 2. Pension Details 3. Absence Details 4. Turnover Details REPORTS TO SEPTEMBER 2025 1. Staffing Details 2. Pension Details 3. Absence Details 4. Turnover Details
7	EMPLOYEE ASSISTANCE PROGRAMME (EAP) REPORT To receive and note the report.
8	PAY OFFER, BUDGET ASSUMPTIONS AND MERIT AWARD To receive and note the report.
9	STAFF & COUNCILLOR DISCOUNTS To consider the report.
10	SEVENOAKS TOWN COUNCIL STAFF To note current Town Council Staffing.
11	CHRISTMAS ARRANGEMENTS 2025 To receive and consider Christmas arrangements.

12	INVESTORS IN PEOPLE To receive and note the report.
13	TOWN CLERK'S REPORT To receive and consider the Town Clerk's Report.
14	PRESS RELEASE: To consider any agenda item, which would be considered appropriate for a press release.