

PADDOCK WOOD TOWN COUNCIL
The Podmore Building, St Andrews Field, St Andrew's Road,
Paddock Wood, Kent, TN12 6HT
Telephone: 01892 837373
www.paddockwood-tc.gov.uk

**NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE TO BE held at The
Day Centre, Commercial Road on Wednesday 8th October at 9.30 am**

Committee members: Cllr K Braakensiek, D Kent, M Munday, R. Moon,
C. Williams.

APOLOGIES

PER4 DECLARATIONS OF INTEREST

PER5 MINUTES OF THE PREVIOUS MEETING

To APPROVE the minutes of the meeting held on the 6th of June 2025.

PER6 GROUND STAFF

To consider the appointment of a new member of staff. To receive a verbal update from the clerk.

PER7 STAFF HANDBOOK

Variation of terms – following the revised handbook being issued it has been noted that a variation has been included which varies the terms of staff conditions. This paragraph should not have been included, and agreement is needed for its removal. See page 10 Shortage of Work in the attached handbook.

Under section 1 (2) of the Public Bodies (admission to meetings) Act 1960 the following items should be exempt from the press and public due to staff confidentiality

PER8 ESTATES MANAGER

To consider the attached report (to follow)

PER9 ADMIN OFFICER

The position was initially for 6 months. Members are asked to agree to make the position permanent.

PER10 DATE OF THE NEXT MEETING

To be agreed.

NICHOLA REAY
Clerk to the Council
1st October 2025