

**Polegate Town Council, Council Office, 49 High Street,
Polegate BN26 6AL**

Telephone: 01323 488114

Town Clerk Jo Tricker: admin@polegatetowncouncil.gov.uk

Town mayor Cllr Dan Dunbar:
cllr.d.dunbar@polegatetowncouncil.gov.uk



5th September 2025

Notice is hereby given of a meeting of the **Personnel Committee Meeting** to be held on **Thursday, 11th September 2025 at 12:00pm** at Council chambers, 49 High Street, Polegate BN26 6AL

Personnel Committee Meeting – 11th September 2025

The press and public have a right and are welcome to attend but are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admissions to Meetings) Act 1960. Comments or questions from members of the public on matters on the agenda will be received at the beginning of the meeting. The time allowed is a maximum of 2 minutes per speaker (this can be extended, if appropriate, and at the Chairman's discretion). The press and public are advised to wait until the resolution to exclude the press, and public has been proposed and voted upon before withdrawing. There is a stairlift available to get to the first floor where the chambers is.

AGENDA

Item 1: Opportunity for Public Comment on items on the agenda

Item 2: Apologies for absence

To receive any apologies for absence

Item 3: To receive any Declarations of Interest in respects of items on the agenda

Item 4: Minutes of the meeting dated 8th November 2024

To resolve that the minutes of the last meeting as circulated on the agenda be confirmed as a correct record and signed by the Chair.

Item 5: Confidential

Personnel Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be

excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Discussion of Staff Matters)

Item 6: Clerk Update

Item 7: Personnel Matters

- a. To discuss merits of acquiring an electric vehicle or conventional van and make recommendations to Full Council
- b. Motion to discuss requested staff hours including new roles and resolve new hours from general reserves 2025/26 and to add to budget for 2026/27
- c. Motion to increase its employers pension contributions to the NEST pension scheme by 1% each year up to the level of the LGPS (21%) in order to facilitate a smooth transition to the LGPS longer term (estimated year 2045).

Item 8: Motion to approve additional work and associated tasks

Item 9: Other staff matters – Verbal Update