

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:

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Minutes of Meeting of the **Personnel Committee Meeting** held on **31st October 2025** in **Council Chamber, 49 High Street, Polegate, BN26 6AL** at **11:00am**.

PRESENT: Councillors C Berry, S Shing, D Dunbar (3)

NOT PRESENT: Cllrs M Piper, D Shing, D Murray (3)

13954 Item 1: Opportunity for Public Comment for items on the agenda

None

13955 Item 2: Apologies for absence

Apologies from Cllrs M Piper, D Shing, S Shing (3)

13956 Item 3: Declarations of interest

No Declarations of interest were received

13957 Item 4: Minutes of the meeting dated 11th September 2025

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.

It was resolved to accept the minutes of the Personnel Committee Meeting on 11th September 2025 as an accurate record of the meeting. VOTE all in favour.

13958 Item 5: Personnel Budget for 2026/27

To consider the Personnel Budget 2026/27 £281,066.72 as per previously agreed amendments to staff contracts.

It was resolved to set the Personnel Budget for 2026/27 at £281,066.72, with the understanding that this figure may be adjusted if necessary, at the final budget and precept-setting stage. Vote all in favour.

The meeting closed at 11:03am

Signed Chair of Meeting _____ Date _____

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Minutes of Meeting of the **Personnel Committee Meeting** held on **19th December 2025**
in Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:00.

PRESENT: Councillors C Berry, D Murray, D Dunbar, S Shing **(4)**

NOT PRESENT: Cllrs M Piper, D Shing, **(3)**

MINUTES

13978 Item 1: Opportunity for Public Comment for items on the agenda

None

13979 Item 2: Apologies for absence

Apologies from Cllrs M Piper, D Shing **(2)**

13980 Item 3: To receive any Declarations of interest in respects of items on the agenda

No Declarations of interest were received

13981 Item 4: 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)

It was resolved to go into confidential for the reasons shown discussion of staff matters. VOTE all in favour.

13982 Item 5: Verbal Staff update from the Clerk

It was noted by all those present.

The meeting closed at 10:03am

Signed Chair of Meeting _____ Date _____