Battle Town Council

Minutes of the PERSONNEL SUB-COMMITTEE meeting held on TUESDAY, 22 APRIL 2026 at 2.30pm in The Almonry, High Street, Battle

Present: Cllrs V Cook (Chairman), S Burton, M-L Neill, D Wheeler
In Attendance: C Harris (Town Clerk)

1. **Apologies for absence** – Cllr A Barton

2. **Disclosure of Interest** – Cllrs Cook and Wheeler reported knowing one of the applicants at item 6.

3. **Minutes of the previous meeting held on 25 February 2026** were agreed and duly signed by Cllr Cook.

4. **Report from Town Clerk**
- Mid year reviews are being undertaken and the Clerk was given authority not to complete the full mid-year report produced this year for grounds staff.

5. **Additional grounds staff position**
Members noted that Rother District Council will be proceeding with the devolvement of the play areas and open spaces at Coronation Gardens and Darvel Down within the next twelve months. A full discussion on the perceived needs of Council, based on additional work and existing staff levels resulted in a **recommendation to Finance & General Purposes Committee for a seasonal experienced grounds person from 1 April 2027.** The recruitment details will be agreed at the meeting in September 2026.

EXCLUSION OF THE PUBLIC AND PRESS
There were no members of the press or public.

6. **Administrative Officer vacancy**
Members considered individually the eight applications that had been received. **Members agreed that five candidates should be interviewed by the Panel on Wednesday, 29 April 2026.** Any recommendation for appointment and employment details will be made to Finance & General Purposes Committee at an additional one-item Agenda on 30 April 2026.

The Clerk left the meeting for the following item.

7. **Clerk's mid-year appraisal, particularly in relation to the Pavilion project**
The Clerk was thanked for her extensive work both in and out of office hours on the Pavilion project that resulted in the project being completed in time and under budget.
She was asked to provide a summary report to the Committee on staff appraisals and mid-year views and it was highlighted that salary ranges for each role will be discussed at the next meeting.

8. **Matters for Information / Future Agenda Items**
- To receive update on mid-year appraisal process
- To consider a salary range for each role
- To review Terms of Reference
- To review appraisal documents

- To review staff structure document

9. Date of next meeting – Thursday, 17 September 2026 at 2pm

There being no further business, the meeting closed at 16.25.

CLLR V COOK
CHAIRMAN