Edenbridge Town Council

EDENBRIDGE TOWN COUNCIL

Town Clerk: Caroline Leet

Personnel | 06 November 2026 | Short Agenda (Excludes Confidential Items) | v:1

To Councillors: A **Baker**, S **Compton**, A **Layland**, M **McArthur** *(Chair)*, S **McGregor**, M **Stockdale**, B **Todd**.

Notice is hereby given of a Personnel Committee Meeting to be held in Doggetts Barn on 6 November 2026 at 11:00 am, which Councillors are summonsed to attend.

Town Clerk
2 November 2026

To assist in the speedy and efficient dispatch 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.

Council Meetings may be recorded. Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

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Agenda

In view of the confidential nature of Agenda Items 4, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5, 5.1, 5.2, 6, 7, 7.1, 7.2 to be discussed, the Chair will move that the press and public be excluded from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

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Meeting Papers & Report

1 **To receive apologies for absence**

2 **Declarations of interest or predetermination**
The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

Members are reminded to the Code of Conduct, and Appendix B - Registering interests and non participation.

3 **Matters arising not covered elsewhere**
Update following previous meetings:

Medicals for grounds Team: At the last meeting (June) it was reported that a three of the grounds staff required eye tests, this was a misunderstanding with the medical report and no eye tests were required.

Personnel Risk Assessment: At the June meeting it was agreed that Cllr Layland and the Town Clerk were going to review the detail of the current RA. This is outstanding but will aim to be done before the next annual review.

Staff Appraisal and Development Policy: Council's September meeting approved this new policy, and is published on the website. The Council already had an established annual staff appraisal process, which was reflected within the Staff Handbook and Training and Development Policy. This new standalone policy formalised the existing practice and provided a clear framework covering the purpose and frequency of appraisals, responsibilities, confidentiality, training and development, objective setting and, where applicable, contractual salary progression.

The Staff Development Review Form: This was also updated to provide greater emphasis on constructive discussion, objective setting and employee development, with the previous numerical scoring system replaced by an overall performance assessment.

Appraisals: These are due to be carried out over January and February. Informal reviews are hoped to be carried out in November.

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4 **[CONFIDENTIAL] To discuss Personnel matters**
Confidential item omitted from public papers.

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