



Walmer Town Council
62 The Strand, Walmer, Deal, Kent CT14 7DP

Tel/Fax: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

Dated the 25th September 2026

HR Cttee: Cllr T Bond, Cllr M Eddy Cllr P Ludwig, Cllr J Murray, Cllr E Crockford, Cllr D Richardson, Cllr L Ludwig and Cllr S Waite-Gleave.

You are hereby summoned to attend an extraordinary meeting of THE HUMAN RESOURCES COMMITTEE to be held at 5pm, Wednesday 30th September 2026 at: 62, The Strand, Walmer, CT14 7DY.

Trevor Bond

Chairman HR Committee

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

3. OPENNESS AND TRANSPARENCY

To remind those present of the following: - The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

6. MINUTES

Attach 1

Approve the minutes of the meeting held on 21st May 2026

7. STAFF MATTERS

To decide on a recommendation to Full Council regarding matters pertaining to advertising and recruiting a new Town Clerk.

- i. Job Advert
- ii. Where to advertise
- iii. Job Description
- iv. Interview panel

Attach 2

8. Confidential to be held under the Public Bodies (Admission to Meetings) Act 1960.

To move in to a confidential session due to the confidential nature of matters discussed.

9. STAFF MATTERS

To decide on recommendation to Full Council of date for current Clerks departure.

10. DATE OF NEXT MEETING

TBC.