



## PERSONNEL COMMITTEE

Minutes of the meeting of the Personnel Committee  
Monday 11 March 2024, Queen Elizabeth Hall, 7pm

		PRESENT
Chair	Councillor Mrs C Chambers	Yes
	Councillor Mrs M.A. Hughes MBE	Yes
	Councillor Mrs S.E. Hughes	Yes
	Councillor P.R. Pyke	Yes
In attendance	Locum clerk	

- 1 01/24 **APPOINTMENT OF COMMITTEE CHAIR** - It was **RESOLVED** to appoint Councillor Mrs C Chambers to Chair the Committee on proposal of Councillor Mrs M.A. Hughes, seconded by Councillor Mrs S.E. Hughes, and agreed. Cllr Mrs Chambers duly accepted the appointment - *to be formally re-appointed at the annual meeting of the council in May each year for a term of 12 months.*
  - 2 02/24 **APOLOGIES:** NIL
  - 3 03/24 **DECLARATIONS OF INTEREST:** NIL
  - 4 04/24 **PERSONNEL MATTERS** It was **RESOLVED** pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 for the public and press to leave the meeting due to the confidential nature of business to be transacted, proposed by Councillor P Pyke, seconded by Councillor Mrs S.E. Hughes, and agreed.
    - a) Review locum clerk contract, additional hours, annual leave carryover - **RESOLVED** on proposal of Cllr Pyke, seconded by Cllr Mrs Chambers, all agreed.
    - b) Recruitment of permanent clerk, contract terms and conditions, advertising - **RESOLVED** on proposal of Cllr Mrs Chambers, seconded by Cllr Mrs S.E. Hughes, and agreed - publication in Parish magazine, noticeboards, EALC and council website - final draft to be agreed.
  - 5 05/24 **NEXT MEETING** to be held on Monday 08 April 2024, Queen Elizabeth Hall, 7pm.
- There being no further business, the meeting closed at 19.33.