

PERSONNEL COMMITTEE MEETING 10th June 2024

Minutes of the annual meeting of Layer de la Haye Parish Council held on Monday 20th June 2024, Queen Elizabeth Hall, 7.30pm.

Chair	Councillor Mrs C Chambers	Present
Vice Chair	Councillor Mrs M.A. Hughes MBE	Present
	Councillor Mrs S.E. Hughes	Present
	Councillor P.R. Pyke	Present
In attendance	None	

1 APOLOGIES - None.

2 DECLARATIONS OF INTEREST – NIL.

3 MINUTES

a) On proposal of Cllr Mrs C Chambers, seconded by Cllr Mrs S.E. Hughes, it was RESOLVED to APPROVE the minutes of the meeting of the council held 20th May 2024 as a true record, all agreed, and duly signed by the chair.

4 b) PERSONNEL MATTERS - **RESOLVE** pursuant to s1(2) Public Bodied Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted.

5 a) The permanent appointment to the post of clerk & RFO was completed and the contract signed by the Chair and new Clerk & RFO

b) Payroll hours and expenses were presented and duly approved.

c) The new Clerk & RFO presented a document covering proposals for training, resources, working from home allowance, annual leave, pension, working hours, working patterns, acceptable controls (inc. approval of paid extra hours) and monitoring. It was RESOLVED that all be accepted with the exception of the working from home allowance. Cllr Mrs M. A. Hughes MBE suggested that this allowance be paid pro-rata (50%) for the number of hours of standard work time spent at home. Cllr Mrs C Chambers queried if the amount was a statutory amount and thus had to be paid in full. The Clerk & RFO to seek payroll advice and report back outside the meeting.

d) It was RESOLVED that a meeting would take place on July 8th 2024 at which the frequency of meetings would be revisited.

6 a) NEXT MEETING - to be confirmed Monday 08 July 2024, Layer village hall, 7pm.

Close of meeting