



LAYER DE LA HAYE PARISH COUNCIL

NOTICE OF PERSONNEL COMMITTEE MEETING

Minutes of the meeting of the Personnel Committee held on Monday 20 May 2024, Layer Village Hall, 18.30

		PRESENT
Chair	Councillor Mrs C Chambers	Yes
	Councillor Mrs M.A. Hughes MBE	Yes
	Councillor Mrs S.E. Hughes	No
	Councillor P.R. Pyke	Yes
In attendance	Locum clerk	

1 15/24 **ELECTION OF CHAIR**

- a) On proposal of Councillor Mrs M.A. Hughes, seconded by Councillor P Pyke, it was **RESOLVED** to appoint Councillor Mrs C Chambers as chair of the personnel committee, term of office to May 2025, all agreed. Cllr Mrs Chambers duly accepted the appointment.

2 16/24 **APOLOGIES**

- a) **RECEIVE** apologies for absence: Nil
b) **NOTE** decisions to accept apologies for absence: Nil

3 17/24 **DECLARATIONS OF INTEREST**

- a) **RECEIVE** declarations of interest relating to the agenda: Nil
b) **NOTE** decisions of requests for dispensation relating to the agenda: NIL

4 18/24 **MINUTES** - on proposal of Cllr Pyke, seconded by Cllr Mrs M.A. Hughes, it was **RESOLVED** to **APPROVE** the minutes of the meeting of the personnel committee held on 29 April 2024 as a true record, agreed by all and duly signed by the chair.

5 19/24 **PERSONNEL MATTERS** - on proposal of Cllr Mrs Chambers, seconded Cllr Pyke, it was **RESOLVED** 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, agreed by all.

- a) Recruitment of permanent clerk - references were **RECEIVED** and **APPROVED**, on the proposal of Cllr Mrs Chambers, seconded by Cllr Pyke and agreed.
b) **RESOLVED** permanent contract terms and conditions on proposal of Cllr Mrs Chambers, seconded by Cllr Mrs M.A. Hughes and agreed.
c) **RESOLVED** appointment to the post of permanent clerk and Responsible Financial Officer, proposed Cllr Pyke, seconded Cllr Mrs M.A. Hughes and agreed. The contract was duly signed by the chair. However, the contract was then ripped up.

Legal note: two copies of the contract to be signed by both parties at the next meeting of the personnel committee. Council copy and personal copy to be retained by the clerk.

- d) **CONSIDER** training and support for the new clerk: it was agreed that the personnel committee would continue to meet regularly to support the new clerk. **SLCC ILCA** and **FILCA** courses were **APPROVED**, future EALC training to be agreed.
e) **RESOLVED** May payroll PAYE & pension payments for the locum clerk were **APPROVED**.

6 20/24 **NEXT MEETING** - Monday 10 June 2024, Layer village hall, commencing 7pm - agreed.

There being no further business, the meeting closed at 18.52.