



MINUTES OF PERSONNEL COMMITTEE MEETING

MONDAY 14 OCTOBER 2024, LAYER VILLAGE HALL, 7:00pm

Clerk and Responsible Financial Officer: Mark Large

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 - None

3 MINUTES - The minutes of the previous meeting were **APPROVED** as a true record and duly signed by the Chair, proposed by Cllr Mr. P Pyke and seconded by Cllr Mrs. S Hughes.

4 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) REVIEW Clerk & RFO performance and needs

- ILCA exam passed – certificate presented
- Core EALC training booked, full £500 training bursary from EALC confirmed
- It was **RESOLVED** to accept the evidence of the pass and to increase salary point from 24 to 25 as per the contract of employment, effective from the next month pay, proposed by Cllr Mr. P Pyke and seconded by Cllr Mrs. M A Hughes MBE.

b) Notification of Payroll and Expenses, training, resources, working from home allowance, annual leave, pension, working hours, working patterns, acceptable controls (inc. approval of paid extra hours) and monitoring were **RECEIVED** and **APPROVED**, proposed by Cllr Mrs. S Hughes, seconded by Cllr Mr. P Pyke.

6 An update on historic personnel issues was **RECEIVED**.

7 NEXT MEETING – 11th November 2024, Layer village hall, 18:30. *NOTE ALTERED TIME*****

Close of meeting