

**NOTICE OF PERSONNEL COMMITTEE MEETING****Members are duly summoned to attend****MONDAY 20 MAY 2024, LAYER VILLAGE HALL, 6.30pm**15.05.24 *Karen Elliott*, Clerk and Proper Officer**AGENDA****1 ELECTION OF CHAIR**a) **RESOLVE** election of committee chair**2 APOLOGIES**a) **RECEIVE** apologies for absence.b) **NOTE** decisions to accept apologies for absence.**3 DECLARATIONS OF INTEREST**a) **RECEIVE** declarations of interest relating to the agenda.b) **NOTE** decisions of requests for dispensation relating to the agenda.**4 MINUTES - APPROVE** minutes (previously circulated) as a true record - *for signature by the chair*

a) minutes of the meeting of the personnel committee held on 29 April 2024

5 PERSONNEL MATTERS - RESOLVE pursuant to s1(2) Public Bodies Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted.a) Recruitment of permanent clerk - **RECEIVE** and **CONSIDER** references.b) **RESOLVE** permanent contract terms and conditions.c) **RESOLVE** appointment to the post of permanent clerk & RFO - *contract to be signed by the chair*d) **CONSIDER** training and support for the new clerk.e) **RESOLVE** May payroll PAYE & pension payments.**6 NEXT MEETING** - to be confirmed Monday 10 June 2024, Layer village hall, 7pm.

Close of meeting