



## PERSONNEL COMMITTEE MEETING

Minutes of the meeting of the Personnel Committee  
held on Monday 29 APRIL 2024, Queen Elizabeth Hall

		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	

The meeting commenced at 18.40.

### 1 10/24 APOLOGIES

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

### 2 11/24 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

### 3 12/24 MINUTES

- a) On proposal of Councillor P.R. Pyke, seconded by Councillor Mrs M.A. Hughes, it was **RESOLVED** to **APPROVE** the minutes of the meeting of the personnel committee held on 11 March 2024 as a true record, agreed by all and duly signed by the Chair.
- b) On proposal of Cllr Mrs M.A. Hughes, seconded by Cllr Pyke, it was **RESOLVED** to **APPROVE** the minutes of the meeting of the personnel committee held on 08 April 2024, agreed by all and duly signed by the Chair.

### 4 13/24 PERSONNEL MATTERS

On the proposal of Councillor Mrs C Chambers, seconded by 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 - the interview panel report was **RECEIVED** and **CONSIDERED**. On proposal of Cllr Pyke, seconded by Cllr Mrs M.A. Hughes, it was **RESOLVED** to **APPROVE** the panel recommended preferred candidate and two other reserve candidates, all agreed.
- b) On proposal of Cllr Mrs M.A. Hughes, seconded by Cllr Pyke, it was **RESOLVED** to **APPROVE** the appointment offer to the post of permanent clerk, to commence 20 May 2024, subject to receipt of satisfactory references, all agreed. Clerk to write to all shortlisted applicants regarding the final outcome of the recruitment process.
- c) Permanent contract was **REVIEWED** - hybrid role, primarily office based at the village hall (days & times to be agreed) and working from home. Draft to be agreed.
- d) Locum contract
  - i. On the proposal of Cllr Mrs Chambers, seconded by Cllr Mrs M.A. Hughes, it was **RESOLVED** to **APPROVE** termination of the locum contract on 31 May 2024, all agreed - 4 weeks written notice to be served on the clerk by the Committee Chair.
  - ii. On the proposal of Cllr Mrs C Chambers, seconded by Cllr Mrs M.A. Hughes, it was **RESOLVED** to **APPROVE** additional hours, payroll and expenses presented, all agreed.

### 5 14/24 NEXT MEETING

- to be confirmed 6.30 pm Monday 20 May 2024, Layer Village Hall.

There being no further business, the meeting closed at 19.21.