

**NOTICE OF PERSONNEL COMMITTEE MEETING****Members are duly summoned to attend****MONDAY 08 JULY 2024, LAYER VILLAGE HALL, 7:15pm**

Clerk and Responsible Financial Officer: Mark Large

**AGENDA****1 APOLOGIES**

- a) **RECEIVE** apologies for absence - *received in writing by the clerk prior to the meeting*
- b) **NOTE** decisions to accept apologies for absence.

**2 DECLARATIONS OF INTEREST**

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

**3 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 20 May 2024

**4 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.**5 a) REVIEW** Clerk & RFO performance and needs.

- b) **RECEIVE** and **APPROVE** 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.

- c) **RESOLVE** Frequency of meetings.

**6 NEXT MEETING** - to be confirmed depending on agenda item 5c, Layer village hall, 7pm.

Close of meeting