



PERSONNEL COMMITTEE MEETING MINUTES 8th July 2024

Queen Elizabeth Hall, 7.15pm.

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 – NIL.

3 MINUTES

- a) On proposal of Cllr Mrs C Chambers, seconded by Cllr Mrs S.E. Hughes, it was **RESOLVED** to **APPROVE** the minutes of the meeting of the council held 10th June 2024 as a true record, all agreed, and duly signed by the chair.
- 4** b) **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) The performance of the Clerk & RFO was considered and no recommendations were forthcoming for changes to approach. The Clerk & RFO reported that all needs so far had been met and no new requests were required.
- b) Payroll hours and expenses were presented and duly **APPROVED**.
- c) It was **RESOLVED** that a meeting would take place on August 5th 2024. It was **RESOLVED** that meetings will continue to be monthly, before the main parish council meeting, scheduled for 15 minutes to ensure Clerk & RFO salary and expenses can be approved.
- 6** a) **NEXT MEETING** - to be confirmed Monday 5th August 2024, Layer village hall, 7:15pm.

Close of meeting