



MINUTES OF PERSONNEL COMMITTEE MEETING

MONDAY 09 SEPTEMBER 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.

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. The Clerk & RFO reported no needs and updated the meeting that 4 out of 5 modules of ILCA had now been completed and passed.

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. All were **RECEIVED** and **APPROVED**.

c) It was noted that, during the Clerk & RFO vacation, contact had been required. This was instigated by the Clerk & RFO due to the critical nature of the legal process currently occurring. Contact was fully agreed as necessary and kept to a minimum with the full agreement of the Clerk & RFO.

6 **RECEIVE** update on historical personnel issues – Cllr Mrs. M A Hughes MBE and the Clerk & RFO updated the meeting regarding the latest situation.

7 **NEXT MEETING – 14th October 2024, Layer village hall, 19:00.**

Close of meeting