

**MINUTES OF PERSONNEL COMMITTEE MEETING**

**MONDAY 9 DECEMBER 2024, LAYER VILLAGE HALL, 19:00pm**

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	Absent
	Councillor Mr. P Pyke	Absent
In attendance	None	

**1 APOLOGIES**

- a) **RECEIVE** apologies for absence – Apologies were received from Cllr Mrs. S Hughes and Cllr Mr. P Pyke
- b) **NOTE** decisions to accept apologies for absence – Apologies were accepted and **APPROVED**.

**2 DECLARATIONS OF INTEREST**

- a) **RECEIVE** declarations of interest relating to the agenda - **NONE**
- b) **NOTE** decisions of requests for dispensation relating to the agenda – **NONE**

**NOTE: the meeting was not quorate so no decisions could be made**

**3 MINUTES - APPROVE** minutes (previously circulated) as a true record

- a) minutes of the previous meeting of the personnel committee – *Deferred to next meeting as not quorate*

**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, training attended – *the Clerk & RFO supplied the meeting with 4 attendance certificates demonstrating that paid for course were attended*

- b) **RESOLVE** to **APPROVE** amendment to contract re CILCA timings – *This decision was referred up to the full Parish Council meeting to approve*

- c) **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. *These were approved and appropriately signed as they involve staff pay and statutory payments to HMRC, contractual in nature, so not a new resolution.*

**6 RECEIVE** update on historic personnel issues – *Cllr Mrs MA Hughes MBE and the Clerk & RFO updated the meeting*

**7 NEXT MEETING – 13th January 2025, Layer village hall, 19:00.**

Close of meeting at 19:15