

MINUTES OF PERSONNEL COMMITTEE MEETING

MONDAY 13 JANUARY 2025, LAYER VILLAGE HALL, 19:00pm

Chair	Councillor Mrs C Chambers	Present
Vice Chair	Councillor Mrs M.A. Hughes MBE	Present
	Councillor Mrs S.E. Hughes	Present
	Councillor Mr. P Pyke	Present
In attendance	None	

1 APOLOGIES

- a) **RECEIVE** apologies for absence - **NONE**
- b) **NOTE** decisions to accept apologies for absence – **N/A**

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 – **N/A**

3 MINUTES - APPROVE minutes (previously circulated) as a true record - *for signature by the chair*

- a) minutes of the previous 2 meetings of the personnel committee

The minutes of both meetings were approved and duly signed by the Chair, proposed by Cllr Mr. P Pyke, seconded by Cllr Mrs S Hughes.

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 noted that holiday hours had been booked over the Christmas period as listed on the working hours log. It was also noted that the bursary payments from EALC had been received in full.

- 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.

The notification of payroll, expenses etc. were all **APPROVED**, although mistakes were noted on the signing sheet around expenses, while the actual payments were correct. The signing sheet was corrected by the Chair at the meeting and countersigned on the sheet.

- c) **RESOLVE** to **APPROVE** change to pay expense and overtime in current month rather than next month to reduce complexity

It was **RESOLVED** to **APPROVE** the suggested change, monitoring for two months and then bring back as an agenda item so that the Personnel Committee can consider if any further changes are required.

6 RECEIVE update on historic personnel issues.

The latest update was noted.

7 Discuss membership of committee and formulate a resolution to accept and/or actions required

The previous meeting was not quorate due to short notice absence due to illness. Cllr Mr. P Pyke tabled a motion to increase the membership of the Personnel Committee to try and avoid this in the future. After a discussion, it was decided to ask at the main Parish Council Meeting for volunteers to join the Personnel Committee. It was also proposed that the frequency of meetings be reviewed in the next two months with approval of time and expenses moving to the Finance Approval Committee and the Personnel Committee meeting quarterly.

8 NEXT MEETING – 10th February 2025, Layer village hall, 19:00.

Close of meeting - 19:15