

**NOTICE OF PERSONNEL COMMITTEE MEETING****Members are duly summoned to attend****MONDAY 10 FEBRUARY 2025, LAYER VILLAGE HALL, 19:00pm**

Clerk and Responsible Financial Officer: Mark Large

AGENDA**MEETING CANCELLED – CONTENT MOVED TO OTHER MEETINGS AS FOLLOWS:****Item 3 & 5 – defer to next meeting****Item 6 – Finance Approval Committee 20/2/25****Item 7 – Parish Council Meeting 20/2/25****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***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 REVIEW** Clerk & RFO performance and needs.**6 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.**7 RECEIVE** update on historic personnel issues**8 NEXT MEETING – 10th March 2025, Layer village hall, 19:00.**

Close of meeting