

MINUTES OF PERSONNEL COMMITTEE MEETING

MONDAY 8 SEPTEMBER 2025, LAYER VILLAGE HALL, 19:15pm

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
Clerk & RFO	In attendance	

P2526/018 APOLOGIES

- a. **RECEIVE** apologies for absence - **NONE**
- b. **NOTE** decisions to accept apologies for absence.

P2526/019 DECLARATIONS OF INTEREST

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

P2526/020 MINUTES - APPROVE minutes (previously circulated) as a true record - *for signature by the chair*
 The minutes of the previous meeting were **APPROVED** and duly signed by the Chair.

P2526/021 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.

P2526/022 REVIEW Clerk & RFO performance and needs, clerk calendar, hours worked and holiday hours - review – discuss then formulate any resolution deemed necessary, along with any further actions.

No needs or issues identified. The Clerk & RFO updated the meeting on holiday taken as well as recent sickness hours.
ACTION: The Clerk & RFO will check to see if statutory sick pay is claimable for those hours.

P2526/023 Clerk & RFO Personal review – discuss then formulate any resolution deemed necessary, along with any further action. The personal review was completed, the Chair to complete the documentation and circulate.

P2526/024 Review of Personnel Committee – discuss then formulate any resolution deemed necessary, along with any further actions. It was agreed to keep to the current three-monthly meetings of 15 minutes with exceptional meetings being called if required.

P2526/025 RECEIVE update on historic personnel issues. The Clerk & RFO updated the meeting on recent progress.

P2526/026 NEXT MEETING – 8th December 2025 at 19:15

Close of meeting at 19:30