

**NOTICE OF PERSONNEL COMMITTEE MEETING****Members are duly summoned to attend****MONDAY 8 DECEMBER 2025, LAYER VILLAGE HALL, 19:15pm**

Clerk and Responsible Financial Officer: Mark Large

AGENDA**P2526/027 APOLOGIES**

- a. **RECEIVE** apologies for absence - *received in writing by the clerk prior to the meeting*
- b. **NOTE** decisions to accept apologies for absence.

P2526/028 DECLARATIONS OF INTEREST

- a. **RECEIVE** declarations of interest relating to the agenda.
- b. **NOTE** decisions of requests for dispensation relating to the agenda.

P2526/029 MINUTES - APPROVE minutes (previously circulated) as a true record - *for signature by the chair***P2526/030 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.**P2526/031 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**P2526/032** Review of Personnel Committee – discuss then formulate any resolution deemed necessary, along with any further actions**P2526/033 RECEIVE** update on historic personnel issues**P2526/034 NEXT MEETING** – 9th March 2026 at 19:15

Close of meeting