

**MINUTES OF PERSONNEL COMMITTEE MEETING**

**MONDAY 8 DECEMBER 2025, LAYER VILLAGE HALL, 19:15pm**

Chair	Councillor Mrs C Chambers	Absent
Vice Chair	Councillor Mrs M.A. Hughes MBE	Present
	Councillor Mrs S.E. Hughes	Present
	Councillor Mr. P Pyke	Present
Clerk & RFO	In attendance	

**P2526/027 APOLOGIES**

- a. **RECEIVE** apologies for absence - *received in writing by the clerk prior to the meeting* [Apologies received from Cllr Mrs. C Chambers](#)
- b. **NOTE** decisions to accept apologies for absence. [Proposed by Cllr Mr. P Pyke, seconded by Cllr Mrs. S Hughes, agreed by all.](#)

**P2526/028 DECLARATIONS OF INTEREST**

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

**P2526/029 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.](#)

**P2526/030 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 - [No needs or issues identified. The Clerk & RFO displayed the working hours and expenses sheets on the projector screen allowing councillors to review and raise any questions. No questions were raised.](#)

**P2526/032** 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 an exceptional meeting being called on 9<sup>th</sup> February 2026 at 19:00 do discuss historic personnel issues.](#)

**P2526/033 RECEIVE** update on historic personnel issues – [Cllr Mrs M A Huges MBE and the Clerk & RFO will meet the team on Monday 15<sup>th</sup> December to plan next steps.](#)

**P2526/034 NEXT MEETING** – 9<sup>th</sup> February 2026 at 19:00

Close of meeting at 19:30