

**NOTICE OF PERSONNEL COMMITTEE MEETING****Members are duly summoned to attend****MONDAY 9 MARCH 2026, LAYER VILLAGE HALL, 19:15pm**

Chair of Personnel Committee – Cllr Mrs. C Chambers

AGENDA**P2526/041 APOLOGIES**

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

P2526/042 DECLARATIONS OF INTEREST

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

P2526/043 MINUTES - APPROVE minutes (previously circulated) as a true record - *for signature by the chair***P2526/044 PERSONNEL MATTERS - RESOLVE** pursuant to s1(2) Public Bodies Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted.**P2526/045 REVIEW Clerk & RFO** - discuss then formulate any resolution deemed necessary, along with any further actions:

- Performance and needs and sign off annual review
- Clerk calendar
- Contract review
- Hours worked and holiday hours remaining – review, noting the needs of project work
- Timing of publishing minutes

P2526/046 Review of Personnel Committee – discuss then formulate any resolution deemed necessary, along with any further actions**P2526/047 RECEIVE** update on historic personnel issues, discuss then formulate any resolution deemed necessary, along with any further actions**P2526/048 NEXT MEETING** – 8th June 2026 at 19:15

Close of meeting