

MINUTES OF PERSONNEL COMMITTEE MEETING

MONDAY 9 MARCH 2026, 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	Absent
	Councillor Mr. P Pyke	Present
Clerk & RFO	In attendance	

P2526/041 APOLOGIES

- RECEIVE** apologies for absence - *received in writing by the clerk prior to the meeting* - **NONE**
- NOTE** decisions to accept apologies for absence.

P2526/042 DECLARATIONS OF INTEREST

- RECEIVE** declarations of interest relating to the agenda. - **NONE**
- 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* - *The minutes of the previous meeting were **APPROVED** and duly signed by the Chair. Proposed by Cllr Mr. P Pyke, seconded by Cllr Mrs. M A Hughes MBE, agreed by all.*

P2526/044 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.

P2526/045 REVIEW Clerk & RFO - discuss then formulate any resolution deemed necessary, along with any further actions:

- Performance and needs and sign off annual review - *It was **RESOLVED** to **APPROVE** signing off the review*
- Clerk calendar – *The calendar was reviewed and accepted without change*
- Contract review - *The contract was reviewed and accepted without change*
- Hours worked and holiday hours remaining – review, noting the needs of project work - *The diary was reviewed and accepted*
- Timing of publishing minutes – *It was **RESOLVED** to **APPROVE** the distribution of minutes to the full parish Council meeting upon Chair’s recommendation (due to the Personnel Committee only meeting quarterly).*

P2526/046 Review of Personnel Committee – discuss then formulate any resolution deemed necessary, along with any further actions – *It was **RESOLVED** to **APPROVE** the addition of Cllr Mr. B Turner as a member of the Personnel Committee. It was noted that this was to be the last meeting for Cllr Mrs. M A Huges MBE. Thanks were given for all the hard work and support to the committee since its inception.*

P2526/047 RECEIVE update on historic personnel issues, discuss then formulate any resolution deemed necessary, along with any further actions – *No updates*

P2526/048 NEXT MEETING – 8th June 2026 at 19:15

Close of meeting at 19:30