

**NOTICE OF PERSONNEL COMMITTEE MEETING**

Members are duly summoned to attend

MONDAY 14 SEPTEMBER 2026, LAYER VILLAGE HALL, 19:15

Chair of Personnel Committee – Cllr Mrs. C Chambers

AGENDA**P2526/057 APOLOGIES**

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

P2526/058 DECLARATIONS OF INTEREST

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

P2526/059 MINUTES - APPROVE minutes (previously circulated) as a true record - *for signature by the chair*

P2526/060 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.

P2526/061 REVIEW Clerk & RFO - discuss then formulate any resolution deemed necessary, along with any further actions:

- Performance and needs
- Hours worked and holiday hours used last FY/remaining – review
- Personal review timetable
- CILCA training and exam
- National pay rise negotiated – 3.3%

P2526/062 Review of Personnel Committee – discuss then formulate any resolution deemed necessary, along with any further actions

P2526/063 RECEIVE update on historic personnel issues, discuss then formulate any resolution deemed necessary, along with any further actions

P2526/064 NEXT MEETING – 14th December 2026 at 19:15

Close of meeting