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**Minutes of the Personnel Committee held on Wednesday 30 April 2024, 1.30pm in the Hollies Rear Hall.**

**Present:** Cllr Julie Appleby (JA), Cllr Andy Woodman (AW), Cllr Mervyn Pointer (MP) and Cllr Colin Binfield (CB).

**In Attendance:** Emily Curtis (Town Clerk). No members of the public.

**Absent:** None.

1. **Welcome, Meeting Protocol and Etiquette:**  
Cllr CB, Vice Chairman of the Personnel Committee opened the meeting. The Clerk confirmed that she did not wish to record the meeting.
2. **Apologies for Absence:**  
Unfortunately, Cllr June Strickland has resigned from the Council.
3. **Declarations of Interest and Requests for Dispensations:** None.
4. **Minutes of Meeting held on the 19 March 2024:** Minutes approved.
5. **Exclusion of Public and Press:** It was **resolved** to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.
6. **Matters Arising:** None.
7. **Shortlisting of Candidates for the RFO Vacancy**  
All completed application forms were reviewed, and the shortlisting process executed. The Clerk will invite the shortlisted candidates to attend an interview on the 13 May 2024. **Action:** Clerk.  
It was **resolved** to keep the advert open on Indeed. **Action:** Clerk.
8. **Interview Panel**  
The interviews will be held on Monday 13 May 2024, and it was **resolved** that the panel would consist of Cllr Julie Appleby, Cllr Colin Binfield and the Clerk. The AAO has offered to support the interviews.
9. **RFO Handover**  
It was **resolved** that the Council would offer a four-week handover.
10. **Future Agenda Items:** Election of Chairman and Vice Chairman.
11. **Next meeting date:** Tuesday 14 May 2024 at 1.30pm.

**The meeting ended at 14.37pm.**