



Loddon Town Council

The Library Annexe | Church Plain | Loddon | NR14 6EX

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Minutes of the Personnel Committee held on Wednesday 7 February 2024, 11.00am in the Hollies Rear Hall.

Present: Cllr June Strickland (JS), Cllr Julie Appleby (JA), Cllr Andy Woodman (AW) 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 JS, the Chairman of the Personnel Committee opened the meeting. The Clerk confirmed that she did not wish to record the meeting.
2. **Apologies for Absence:**
Apologies received and accepted from Cllr Mervyn Pointer.
3. **Declarations of Interest and Requests for Dispensations:** None.
4. **Minutes of Meeting held on the 15 November 2023:** 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. **Locum:**
It was **resolved** to appoint a locum on a zero-hour contract. **Action:** Clerk.
8. **HR Consultant Update:**
The Committee received an update and decided any necessary action. **Action:** Clerk.
9. **RFO Revised Job Description:**
It was **resolved** to adopt the revised RFO job description. **Action:** Clerk.
10. **Future Agenda Items:** None.
11. **Next meeting date:** Tuesday 19 March at 1.30pm.

The meeting ended at 12.02pm.