
Minutes of the Personnel Committee held on Wednesday 23 August 2023, 11.30am in the Hollies Rear Hall.

Present: Cllr Julie Appleby (JA), Cllr Andy Woodman (AW), Cllr Colin Binfield (CB)

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

Absent: None.

1. **Welcome, Meeting Protocol and Etiquette:**
Vice Chairman Cllr CB chaired the meeting in Cllr JS's absence. The Clerk confirmed that she did not wish to record the meeting.
2. **Apologies for Absence:**
Apologies were received and accepted from Cllr June Strickland and Cllr Kay Mason Billig.
3. **Declarations of Interest and Requests for Dispensations:** None.
4. **Minutes of Meeting held on the 19 April 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. **Staffing Matters:**
The Committee received an update regarding staffing matters and a report from the HR Consultant. It was **resolved** to proceed with the HR Consultants recommendations.
Clerk to revise RFO job description. **Action:** Clerk/HR Consultant.
8. **Neighbourhood Plan Project Officer Contract of Employment:**
It was **resolved** to proceed with the HR Consultants recommendation to revise the employment contract to zero hours now that the majority of work has been completed for the Plan. **Action:** Clerk.
9. **Future Agenda Items:** RFO job description.
10. **Next meeting date:**
It was **resolved** to meet on Wednesday 15 November 2023 at 11.00am in the Rear Hall of the Hollies.

The meeting ended at 11.57am.