

Dear Councillors, you are summoned to attend the meeting of the Personnel Committee, to be held in the Hollies Rear Hall on Wednesday 10 September 2025 at 8.30pm.

Members of the public are welcome to attend in person and will be provided an opportunity for public participation under *Public Forum*.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

Signed: *Emily Curtis* (Clerk)

Dated: 5 September 2025

AGENDA

1. Welcome from Chairman and meeting etiquette. Note if anyone wishes to record the meeting
2. To note Cllr JA's resignation and to note if another Cllr has been appointed to the Committee
3. To receive any apologies for absence and consider accepting them
4. To receive declarations of interest for items on the agenda and to consider any requests for dispensations
5. To approve as a correct record, the Minutes of the meeting held on the 9 July 2025
6. **Exclusion of public and press: To consider excluding members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A ss 1) & 2)**
7. To receive an update on matters arising from previous meetings (not on this agenda)
8. To receive an update on the RFO's working pattern
9. To receive an update on the RFO's CilCA training
10. To receive an update on the payment method for staff salaries
11. To consider the RFO and Clerk's salary scale
12. To receive an update on staff using their personal vehicles for work purposes
13. To consider a draft Display Screen Equipment User Policy
14. To consider any items for a future agenda
15. To consider the next meeting date