



# Loddon Town Council

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

[www.loddonpc.org.uk](http://www.loddonpc.org.uk) | [clerk@loddonpc.org.uk](mailto:clerk@loddonpc.org.uk) | 01508 522 020

---

Dear Councillors, you are summoned to attend the meeting of the Personnel Committee, to be held in the Hollies Rear Hall on Wednesday 15 November at 11.00am.

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* (Parish Clerk)

**Dated:** 7 November 2023

## AGENDA

1. Welcome and Meeting etiquette. Note if anyone wishes to record the meeting
2. To receive any apologies for absence and consider accepting them
3. To receive declarations of interest for items on the agenda and to consider any requests for dispensations
4. To approve as a correct record, the Minutes of the meeting held on the 23 August 2023
5. 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)
6. To receive an update on matters arising from previous meetings (not on this agenda)
7. To receive an update on staffing matters and agree any action
8. To consider the revised RFO Job Description
9. To consider a request from the Responsible Finance Officer
10. To consider any items for a future agenda
11. To consider the next meeting date