
Minutes of the Personnel Committee held on Wednesday 19 March 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:**
Apologies received and accepted from Cllr June Strickland.
3. **Declarations of Interest and Requests for Dispensations:** None.
4. **Minutes of Meeting held on the 7 February 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. **Clerk's request to carry over annual leave**
It was **resolved** to approve the Clerk's request to carry over 11.3 hours of annual leave, to be used within 2024-25. **Action:** Clerk.
8. **RFO's request to carry over annual leave:**
It was **resolved** to approve the RFO's request to carry over 12.1 hours of annual leave into 2024-25. **Action:** Clerk.
9. **HR Consultant:**
An update was given. It was **resolved** to initiate the recruitment process to fill the RFO vacancy and appoint a locum RFO in the interim. **Action:** Clerk.
10. **Future Agenda Items:** None.
11. **Next meeting date:** Tuesday 30 April 2024 at 1.30pm

The meeting ended at 14.20pm.