
Minutes of the Personnel Committee held on Thursday 31 October 2024, 9.00am in the Hollies Rear Hall

Present: Cllr Julie Appleby (JA), Cllr Andy Woodman (AW), Cllr Mervyn Pointer (MP), Cllr Natalie Henry

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

Absent: None.

1. **Welcome, Meeting Protocol and Etiquette:**
Cllr MP, Chairman of the Personnel Committee opened the meeting. The Clerk confirmed that she did not wish to record the meeting.
 2. **Apologies for Absence:** None.
 3. **Declarations of Interest and Requests for Dispensations:** None.
 4. **Minutes of Meeting held on the 3 October 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. **Responsible Financial Officer Resignation:** The RFO has given 5 weeks' notice and their last working day is the 28 November 2024.
 8. **Locum RFO:** It was **resolved** to appoint a RFO locum as soon as possible to ensure there is a handover. **Action:** Clerk.
 9. **RFO Recruitment:** It was **resolved** to use the existing Job Advert, Person Specification and Job Description. The post will be advertised on Norfolk ALC, NPTS, Indeed, Facebook and LTC website. The recruitment timetable, interview panel (Cllrs AW and MP/Clerk) was approved and the closing date for applications will be the midday on the 25 November 2024 with an anticipated start date of early 2025 for the appointed candidate.
 13. **Future Agenda Items:**
 14. **Next meeting date:** Thursday 28 November 2024 at 1.30pm
- The meeting ended at 9.22am.**