
Minutes of the Personnel Committee held on Wednesday 12 February 2025, 6.15pm in the Hollies Front Hall

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

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 11 December 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. **Update on the RFO Role:** A report had been previously circulated.
8. **Admin and Allotment Officer's Job Description:** The revisions were agreed. **Action:** AAO to receive a copy.
9. **Regular Council Meeting Night:** It was **resolved** that Wednesday's would be the regular meeting night for Council meetings.
10. **Future Agenda Items:** RFO Probationary Review. Parish Warden Job Description.
11. **Next meeting date:** No date set, but after financial year end.

The meeting ended at 18.30.