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Minutes of the meeting of the Personnel Committee held Tuesday 4th March 2025 at 8pm in the Valley Ridge Community Centre

**To be approved at the meeting of the Personnel Committee to be held on Tuesday 3rd June 2025**

**Present:** Councillor D. Martin, Councillor J. Almond, Councillor M. Eyre, Councillor G. Hardwick, Councillor P. Eyre (non-committee member) and D. Meir (Clerk)

**023/PR/2425. Apologies:**

- a. To note apologies received  
Apologies were received from Councillor J. Mawson
- b. To approve any reasons for absence  
It was resolved to approve the reason for absence

**024/PR/2425. To Note any Declarations of Interest:**

- a. To note declarations interests not already declared under members code of conduct or members register of disclosable pecuniary interests.  
None
- b. To approve dispensation requests  
None

**025/PR/2425. Meeting Minutes**

- a. To approve the minutes of the meeting of the Personnel Committee held 10th December 2024 as a true and accurate record of that meeting.  
It was resolved to approve the minutes of the meeting of the Personnel Committee held 10th December 2024 as a true and accurate record of that meeting

**026/PR/2425. Reviews**

- a. To review the Personnel Committee's terms of reference and make recommendation to Full Council  
It was resolved to recommend to Full Council to approve the proposed amendments to the Personnel Committee's Terms of Reference.
- b. To review the payroll provider's performance and make recommendation to Full Council  
The payroll provider's performance was reviewed, and no recommendations were made
- c. To review the council's pension arrangements and make recommendation to Full Council  
The pension arrangements were reviewed, and no recommendations were made

**To consider exclusion of the press and public by virtue of Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in item 027/PR/2425.**

Not required

**027/PR/2425. Clerk's Hours**

- a. To review the Clerk's increased hours and agree any actions or recommendations for Full Council  
The increase in hours was reviewed and no actions or recommendations were required.

**028/PR/2425. Next meeting**

a. To notify the Clerk of matters for inclusion on the agenda for the next meeting

None

b. To consider date of next meeting of Personnel Committee

**It was resolved** to approve the date of the next meeting of the Personnel Committee as Tuesday 3<sup>rd</sup> June 2025 at 8pm.

DRAFT