



Rendlesham Parish Council

David Lines – Locum Clerk & RFO
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Dear Councillors,

You are duly summoned to the Meeting of the Personnel Committee at 2.00pm on Friday 3rd May 2024 in Room 16, Rendlesham Community Centre, Walnut Tree Avenue, where the undermentioned business will be conducted.

Yours sincerely,

Locum Clerk and RFO

29th April 2024

Members of the Public are welcome to attend the meeting but should note that the majority of the meeting will be *in camera*

AGENDA

- 1. Welcome by the Chair and formal notice about recording of the meeting (if applicable).**
- 2. To RECEIVE apologies for absence and declarations of interest, and**
To RECEIVE delegated Declarations of Interest Dispensation decisions or **APPROVE** such dispensation requests where required.

Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.
- 3. Minutes of the last meeting**
To **APPROVE** the previous meeting minutes of the Committee (where applicable and already circulated) as a true and accurate record.
- 4. To RESOLVE**, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential in the remainder of the agenda may be discussed and decided – **Staff matters**.
- 5. Staff Matters** – to **RECEIVE** an update on all staff matters, including the appointment of the Locum Clerk and the new administrative assistants, and to **CONSIDER** the recommendations therein.
