

APPLEDORE PARISH COUNCIL



**Agenda** (SMV2)  
**2<sup>nd</sup> September 2024**  
**Appledore Parish Council Personnel Committee**  
**Meeting, Appledore Village Hall**

You are hereby given notice that a Meeting of the Parish Council Personnel Committee will be held on 2nd September 2024, commencing 18:30, Appledore Village Hall

All members of the Personnel Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder

Steve McIntyre, Clerk to Appledore Parish Council

Dated 23<sup>rd</sup> August 2024

**1. Formalities**

- I) Establish Quorum (LGA Act 1972 sch12, 12/28/45)
- II) Apologies and Reasons for Absence (LGA Act 1972 sch12, 12)
- III) Declarations of Interest: (Code of Conduct)
  - a) Members of the council should declare any Disclosable Pecuniary Interest, (DPI), or any other significant interests, (OSI), in any item(s) on this agenda, in accordance with the council's Code of Conduct.
  - b) Requests for dispensations

**To resolve, pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following items:**

**2. To review job contracts for the 3 employees of Appledore Parish Council (APC). The review to include consideration of performance, pay, sickness, leave and job roles. This includes consideration of the Clerk taking over the Responsible Financial Officer (RFO) role following notice received from the current RFO of their ending of employment with Appledore Parish Council.**

**3. Prepare findings and report during the confidential agenda item of the APC meeting commencing at 19:30, 2<sup>nd</sup> September 2024.**