



CATTERALL PARISH COUNCIL

29th August 2024

Dear Councillor

You are hereby summoned to attend a meeting of **Personnel Committee** on **Tuesday 3rd September 2024 following the Parish Council meeting** in the Parish Office at Catterall Village Hall.

Emma Millington

Clerk to the Council

A G E N D A

1 Apologies for absence

2 Declaration of interests and dispensations

To receive from councillors, disclosures of pecuniary and non-pecuniary interest on matters to be considered at the meeting.

3 Public participation

The Chair will ask councillors to agree to adjourn the meeting to allow non-councillors to speak. When dealing with public participation there is no obligation to respond immediately to comments made, other than those that relate to items on the agenda. If a councillor believes that comments received require a decision of the council and the item is not on the agenda, they can ask for this to be put on to the next meeting's agenda. At the conclusion of the public session the Chair will ask councillors to agree to reconvene the meeting.

4 Exclusion of the Press and Public

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act, councillors are asked to resolve to exclude the press and public to consider confidential employment matters.

5 Clerk's Annual Appraisal

Cllr Finch conducted the Clerk's appraisal on the 16th August. A summary has been provided to the Personnel Committee for review in line with the Committee's terms of reference. Councillors are asked to accept the document.

Personnel Committee

Cllr. I Brayshaw, Cllr. J Finch, Cllr. P Perks and Cllr. S Kirkman