



CATTERALL PARISH COUNCIL

Minutes of the Personnel Committee meeting held on
Wednesday 3rd September 2024 at 8:25pm at Catterall Village
Hall

Present: Cllrs J Finch (Chair), S Kirkman and P Perks.

In Attendance: E Millington (Clerk and RFO).

1. Apologies for absence

Apologies for absence were received from Cllr I Brayshaw and the reason accepted.

2. Declarations of interest and dispensations

There were no declarations of interest nor any request for a dispensation for any item on the agenda.

3. Public participation

At the request of the Chair, councillors **resolved** to adjourn the meeting to allow non-councillors to speak.

At the conclusion of the public participation and at the request of the Chair, councillors resolved 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 1960 councillors **resolved** 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. Councillors **resolved** to accept the appraisal summary.

There being no other business the Chair closed the meeting at 8:50pm.

Personnel Committee

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