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PERSONNEL COMMITTEE

MINUTES OF MEETING HELD:	8 June 2021, 11.00am
	Seymour Pavilion

Present:	Clrs	J Winter (Chair)	R Lee	P Jeater	D Jelley
		C Russell	P Poston		
Also present:		A Wood Parish Clerk and RFO			
Absent:		D Sankey			
PC21/028	To elect a Chair and Vice-Chair for this committee Cllr Winter was elected as Chair Proposed: Cllr Russell Seconded: Cllr Jeater All agreed It was decided that there was no requirement for a Vice-Chair for this committee				
PC21/029	Apologies for absence- for noting not approval Apologies were received from Cllr Sankey				
PC21/030	Announcements and Declarations of Interest None were presented.				
PC21/031	To approve the minutes from the last Meeting held on 6 April 2021 The minutes were approved by all and signed by Cllr Winter.				
PC21/032	Public Participation Session No members of the public were present.				
PC21/033	Matters arising for Report/Information Exchange (not for resolution) The Clerk advised that she was on annual leave tomorrow leading an EALC training day on Local Council Law and Procedures. She offered to run the same course for councillors once co-option had taken place, if councillors were interested.				
Having regard to the confidential nature of the business to be transacted, the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960					
PC21/034	To receive a report from the Clerk and Chair on the recent Communications Officer job review This report was presented to the committee following a meeting held on the 20 May. Committee members were made aware of the SMART objectives that were set for review in September.				
PC21/035	To receive a general report on staff and the return to the office The Clerk gave a report on staff returning to the office.				
PC21/036	Items for inclusion in the Next Agenda (not requiring resolution or action) There were no additional suggested items for the agenda				
PC21/037	Chairman to close the meeting Close of meeting: 11.25am Date of next meeting: 5 October at 9.30am, Council Committee room, Suite 3				