Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426
E: clerk@loggerheads-pc.gov.uk
W: www.loggerheads-pc.gov.uk

Monday 26th February 2024

Dear Councillor,

You are summoned to attend the **Personnel Committee** meeting of **Loggerheads Parish Council** to be held at **7:30pm on Monday 4th March 2024** at Loggerheads Community Fire Station, Market Drayton Road, Loggerheads, Market Drayton, Shropshire TF9 4EZ.

Yours Sincerely,
B. Minshall
Parish Clerk

AGENDA

1. To receive and consider apologies for absence

2. To note declarations of Members' interests

3. To approve and sign the minutes of the Personnel Committee meeting held on Monday 4th September 2023

4. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

   Any members of the public wishing to participate in public participation during the meeting should email loggerheadspc@btconnect.com before **9am** on **Monday 4th March 2024** providing their name, email address and an indication of the subject of their question or comment.

5. **PART TWO**
   It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 6 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

6. To receive and note the annual staffing appraisal for the Grounds Maintenance Officer.

7. To note the date of the next **Personnel Committee** meeting as being held **7:30pm on Monday 3rd March 2025** at Loggerheads Community Fire Station

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In attendance: Cllrs Beales, Brown, Coulson, Lee, Love, Roberts, Sedgley, Swan, and Swetman

MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 4TH SEPTEMBER 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllr Gibson.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Personnel Committee meeting held on Monday 5th June 2023

   Resolved: To sign the Minutes as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. **PART TWO**
   It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 6 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

   Resolved: To enter closed session.

6. To consider matters relating to staffing and appraisals

   The meeting noted the one Officer will be undergoing an appraisal process in October 2023. It will then be required that all Officers undergo an appraisal process in March 2024.

7. To note the date of the next **Personnel Committee** meeting as being held **7:30pm on Monday 6th November 2023** at Loggerheads Community Fire Station

Chair: Cllr A. Swetman
Clerk: B. Minshall

Close of Meeting: 19:37pm

Signed…….

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