**Loggerheads Parish Council**
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Present:-
Chairman Swetman
Cllr Swan
Cllr Butterworth
Cllr Fox
Cllr Sedgley
Cllr Wellard
Cllr Beales
Cllr Lee
Cllr Roberts
Cllr Love

**MINUTES OF THE PERSONNEL COMMITTEE MONDAY 3RD JUNE 2024 AT 7:30PM**

1. To elect a Chairman

   Cllr Swetman proposed Cllr Wellard Seconded by Cllr Roberts Unanimous.

2. To elect a vice Chairman

   Cllr Sedgley proposal for Cllr Swan by seconded Cllr Roberts unanimous.

3. To receive and consider apologies for absence
   Cllr Brown, Cllr Hodgkins

4. To note declarations of Members' interests - None

5. To approve and sign the minutes of the Personnel Committee meeting held on Monday 4th March 2024

   Proposed Cllr Swetman Seconded Cllr Roberts

6. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments
   No one present.

7. To approve the following policies: -

   Disciplinary, Flexible Working, Grievance, Bereavement and special leave.

   Cllr Swetman proposed and Cllr Swan Seconded Unanimously agreed to accept.

   The Councillors thanked Cllr Beale for all her hard work with the policies

   To approve the Job Description for Parish Clerk and RFO
   Cllr Swetman proposed, and Cllr Sedgley seconded.

To approve the Informal line management of the Clerk (day to day nominated person for trouble shooting)

Proposal from Cllr Roberts for the Chairman, Vice Chairman and Chairman of Personnel. In that order. Cllr Fox seconded - Unanimous

Interview committee for the Clerk

Cllr Swetman proposed Cllr Beales, Cllr Wellard, Cllr Beales Proposed by Cllr Love. Seconded by Cllr Roberts. – Unanimous

Interviews to be held at the Library.

8. To note the date of the next **Personnel Committee** meeting as being held **7:30pm on Monday 1st July 2024** at Venue to be confirmed.