

**TATWORTH AND FORTON PARISH COUNCIL**

**NOTICE OF AN ORDINARY MEETING OF THE**

**PERSONNEL COMMITTEE TO BE HELD ON**

**20th February 2025**

**Councillors S Adams, C Brown, P Chapple, R Down, K Patay, P Rosser &**

**R Wardell**

**You are hereby summoned to attend the following Meeting of: Tatworth and Forton Council Personnel Committee**

**Time: 6.15pm**

**Date: 20th February 2025**

**Place: St Johns Church Rooms**

**Council Chairman Councillor Down to chair the meeting**

**MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS (Public Bodies (Admission to Meetings) Act 1960)**

**Nigel Tinley**

**Clerk**

**14th February 2025**

**PUBLIC PARTICIPATION**: 6.15pm (Prior to the start of the Meeting) An opportunity for questions and comments from members of the public raising any matter of concern affecting Tatworth & Forton. No decision can be taken during this session but the Chairman may decide to refer any matter for further consideration.

**AGENDA**

**01/25 Apologies for absence** to receive apologies for absence (Section 85(1) of the Local Government Act 1972)

**02/25 Declarations of interest:**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council’s

Code of Conduct, members are required to declare any interests which are not currently entered in the member’s register of interests or, if he/she has not notified the Monitoring Officer of it

**03/25 Election of Personnel Committee Chairman**

**04/25 To approve and sign as a correct record Minutes of the Personnel Committee Meeting held on 21st November 2024**

**05/25 To appoint working party to prepare and conduct Staff performance appraisals**

**06/25 To approve additional 10 hours per month for the Parish Clerk if workload requires it. Time Sheets to be forwarded to the Personnel Chairman quarterly.**

**07/25 To approve staff employment policies for recommendation to full council. These have been taken from Somerset Association Local Councils website and proof-read by Councillor Rosser.**

**08/25 Date of Next Meeting – To be decided**