

# Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: [enquiries@meopham-pc.gov.uk](mailto:enquiries@meopham-pc.gov.uk)

Website: [www.meopham-pc.gov.uk](http://www.meopham-pc.gov.uk)



## To all Members of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Personnel Committee** of **Meopham Parish Council** on **Wednesday 28th May 2025** at **7:00pm** to be held at **Harvel Village Hall, Harvel, DA13 0DS**. Papers have been circulated for items marked with (\*)

Yours faithfully

*Lisa Winter*

**Lisa Winter**

**Clerk and Responsible Financial Officer**

**Date of Issue:** Tuesday 20<sup>th</sup> May 2025

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## AGENDA

1. **Election of Chairman:** The committee's chairman will be elected at the first meeting and will not be the Chairman of the Council
2. **Apologies for Absence:** To receive and accept apologies
3. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
4. **Minutes of Previous Meeting:** To approve the minutes of the meeting held on 10.12.24. *This item is to confirm the accuracy of the minutes and not to raise matters arising (\*)*
5. **Terms of Reference:** To note the agreed committee terms of reference (\*)
6. **Appraisal Arrangements:** To agree which two members from the Personnel Committee will conduct the appraisal for the Clerk and RFO
7. **Recruitment:** To agree interview panel personnel to assist the Clerk with the recruitment process

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## CLOSED SESSION

**Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting**

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**8. Staffing Matters:**

- 8.1** To receive an update on the current HR grievance issues and to discuss and agree any necessary further actions and recommendations.
- 8.2** To consider how the committee wishes to investigate the grievance that has been received.