

Meopham Parish Council

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

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To members of the Personnel Committee of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Personnel Committee** of **Meopham Parish Council** on **Tuesday 10th September 2024** at **7:00pm** to be held at St Johns Centre, Wrotham Road, DA13 0AA.

Yours faithfully

Lisa Winter

Lisa Winter

Locum Proper Officer and Responsible Financial Officer

Date of Issue: Thursday 5th September 2024

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting

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

3. **Staffing Matters:**
 - 3.1 To consider and recommend to Full Council the Locum Proper Officer and RFO hourly rate.
 - 3.2 To consider and recommend to Full Council the renaming of the Clerk to Head of Paid Service.
 - 3.3 To consider and recommend to Full Council the permanent appointment of the Locum Proper Officer and RFO as the Head of Paid Service.