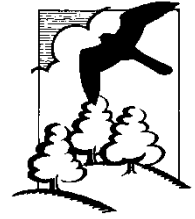


# HAWKHURST PARISH COUNCIL



I give you notice; the meeting of the Personnel Committee of Hawkhurst Parish Council will be held on Thursday 11 July 2024 at the KGV Sports Pavilion to start at 5pm

Members of the public are invited to attend the meeting there will be no public forum however the Committee Chairman may invite residents to speak regarding items on the agenda.

All members of the Committee are summoned to attend in order to consider and resolve upon the business to be discussed. The agenda is set out below.

A handwritten signature in black ink, appearing to read 'Lisa Rackett'.

Lisa Rackett  
Clerk to Hawkhurst Parish Council

Date: 05.07.2024

## **BUSINESS TO BE TRANSACTED**

- 82/24** (a) **Apologies for absence received.**  
(b) **Declaration of Changes to the register of interests.**  
(c) **Declarations of Pecuniary Interest or other Interests as defined by the Local Government Association Code of Conduct and the Localism Act 2011 on any items on the agenda.**  
(d) **Requests for dispensation.**  
(e) **To confirm whether anyone in attendance intends to film or record the meeting.**
- 83/24** **To agree the minutes of the Personnel Committee Meeting 05.06.2024.** The minutes will be taken as read, once approved the minute book will be signed by the Committee Chairman.
- Part 2 Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature.**
- 84/24** **To agree the pay increase and job title change for the Administrative Assistant.** The Administrative Assistant has completed her iLCA training therefore is entitled to a pay increase. The Committee are also asked to consider changing her job title from Administrative Assistant to Parish Support Officer.
- 85/24** **To agree the appointment of the recommended candidate to the position of Deputy Clerk.** The interview panel will recommend which candidate to employ for the role.
- 86/24** **To agree a Continued Professional Development Plan for the Clerk.** As the Clerk will be present the Committee will discuss this directly with the Clerk.