



WEST HANNINGFIELD PARISH COUNCIL



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AGENDA

PERSONNEL COMMITTEE MEETING

1st December 2025

12:00 noon

TO BE HELD ON ZOOM

Meeting ID: 921 745 5234

Passcode: 6NANQr

This meeting will be held remotely due to exceptional circumstances affecting the Chairman's ability to attend in person. The Council acknowledges that remote attendance does not meet current legal requirements for formal decision-making. Decisions may therefore be open to challenge.

Councillors: You are hereby summoned to attend a Meeting of the Parish Council's Personnel Committee to be held on Zoom on the 1st December 2025 at 12:00 noon to transact the business detailed below.

Members of the Public: In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Lucy White – Clerk

26th November 2025

AGENDA

Before the start of business, the Chairman will remind attendees to turn off or silence mobile phones, and will ask that anyone intending to record or broadcast the meeting declare this at the outset. This is to ensure transparency and to allow members of the public the opportunity to avoid being filmed or recorded if they wish.

1. Apologies for Absence

To receive and approve any apologies for absence.

2. Declarations of Interest

At this point, all Members are to be reminded that they must disclose any interests they have in items of business on the meeting's agenda either at this point or during the agenda item. If

not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.

3. Admission of the Public

In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members to resolve whether to exclude members of the public from any part of the meeting. Clerk's recommendation: Item 6 should be discussed in confidence.

4. Public Forum

The Chairman will allow members of the public up to 15 minutes to raise matters relevant to the Parish, which may be answered immediately or referred to a future agenda. This period may be extended at the Chairman's discretion.

5. Approval of Minutes

The minutes of the meetings held on the 14th October 2024 to be approved.

6. Staffing Matters

To consider and decide on the next steps following the resignation of the Council's Clerk and Responsible Finance Officer, including interim management of Council responsibilities and arrangements for recruiting a new Clerk.