



RAYNE PARISH COUNCIL

Clerk to the Council: Mrs Hazel Godfrey
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Dear Councillors:

You are hereby summoned to attend the next meeting of the Personnel Committee which will be held on **Monday 17th June 2024 at 7.30pm** in the Community Information Point, Gore Road, Rayne for the purpose of transacting the following business.

Councillors: M Eldred, H. Lugger, C Murton, T Rippingale (Chair), S. Wilsdon

Hazel Godfrey

Mrs Hazel Godfrey, Clerk

10th June 2024

AGENDA NO.	BUSINESS	DECISION
24/001/P	APOLOGIES	Resolution
	To receive, and consider for approval, apologies for absence and reasons given. Members are reminded that LGA1972, s85, states that apologies for absence must be received prior to a meeting.	
24/002/P	DECLARATION OF INTERESTS	Information
	To declare any disclosable pecuniary, pecuniary or non-pecuniary interests relating to items on the agenda and having taken appropriate advice (where necessary). Members are reminded to declare any interest on this agenda at this point or at any point during the meeting in accordance with Rayne Parish Council Code of Conduct.	
24/003/P	CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 30TH OCTOBER 2023	Resolution
	To agree and sign the minutes of the previous Personnel Committee meeting.	
24/004/P	PUBLIC FORUM	Information
	A period of 15 minutes to hear public questions and comments. There will be a time limit of 3 minutes per person to make a statement or ask a question at the discretion of the Chair.	

24/005/P	POLICIES	
24/005/P.1	To review and agree the Personnel Terms of Reference.	Resolution
24/005/P.2	To review and agree the Recruitment policy.	Resolution
24/005/P.3	To review and agree the Training policy.	Resolution
24/006/P	GROUNDSMEN UPDATE	Information
24/006/P.1	To receive update on current groundsmen issues and progress against them.	
24/006/P.2	To receive an update on probationary period targets for new groundsmen.	
24/007/P	CASUAL VACANCY	Information
	To discuss current councillor vacancy and skill set needed.	
24/008/P	RISK ASSESSMENTS	Information
	To receive an update of Risk Assessments.	
24/009/P	ITEMS FOR FUTURE MEETINGS	Information
24/010/P	DATE OF NEXT MEETING	Information
24/011/P	CLOSE	