

Notice of Meeting on the 31st March 2025
Elmstead Parish Council – Personnel Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

To: Members of the Elmstead Parish Council Personnel Committee

You are hereby summoned to attend a meeting of the Personnel to be held at the Community Centre, School Road, Elmstead on Thursday 31st March 2024 at 7.30pm

The press and members of the public are cordially invited to attend however items on this agenda are confidential and the public will be excluded from those items.

Agenda

- 25/001 **Apologies of Absence.**
- 25/002 **Declaration of Pecuniary Interests and Non Pecuniary Interests.**
- 25/003 **To approve the Minutes of the meeting of 19th July 2024.**
- 25/004 **Exclusion of press and public for private and confidential matters.**
- 25/005 **Staff Appraisal – Alan Dingwall**
To review Mr Dingwall's appraisal. To agree a recommendation to make to Council.
- 25/006 **Staff Appraisal – Angela Baxter**
To review Mrs Baxter's appraisal. To agree a recommendation to make to Council.
- 25/007 **Contracts**
To discuss an addition to contracts for notice period for annual leave requests.
- 25/008 **Matters raised by Councillors for the next agenda or for information only.**

Signed: A Baxter Clerk to the Council. Dated: Wednesday 26th March 2025