



Dear Councillors Buxton, Callingham, Cox, Elson, Hall, Moore and Sellars,

You are summoned to attend the next meeting of the **Personnel and Policy Committee** to be held on **Monday 31st March 2025, commencing at 3pm**. This meeting will be held in the small hall of Balderton Village Centre.

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings.

**Marion Fox Goddard, Balderton Parish Clerk and Responsible Financial Officer,
Monday 24th March 2025**

AGENDA

7. To receive apologies for absence
8. To receive declarations of interest
9. To approve the minutes for the last Personnel and Policy Committee meeting held on January 20th, 2025.
10. To resolve to close the meeting for discussion of exempt items 11-12 (Personnel related items)

EXEMPT BUSINESS

Under the Public Bodies (Admissions to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act 1972

11. To receive an update on staff sickness
12. To receive an update on personnel and consider how to proceed including any recommendations to be made to Full Council.

Balderton Parish Council Personnel and Policy Committee

Minutes of meeting held on Monday 20th January 2025 at 3pm

Attendees:

Balderton Parish Councillors: Jane Buxton, Karen Callingham, Martyn Cox, Mandie Elson, Debbie Moore, and Joy Sellars.

Staff: Marion Fox Goddard (Parish Clerk)

1. **Apologies for absence** – Cllr Hall.
2. **Declarations of interest** – None.
3. **Approval of the Personnel Committee minutes for September 9th, 2024**
The minutes were unanimously approved as an accurate record and Councillor Cox duly signed them.
4. **Resolution to close the meeting to the public**
The meeting was closed due to consideration of staffing matters.
5. **Sickness Update**
The committee noted the data.
6. **Update on Personnel matters and recommendations to make to Full Council**
Committee members noted the Clerk's update, debated options, and agreed on recommendations to make to Full Council on January 29th.

Meeting closed at 3.50pm