



Mr M Brook
Town Clerk & RFO
Meltham Town Council
Carlile Institute
Meltham
HD9 4AE

Minutes of the Personnel and Councillor Development Committee meeting held at the Carlile Institute, Edward Brook suite **at 5.00pm on the 11th of December 2023.**

Present: - Cllr Buchanan & Noon

Also Present: - Advisor to the Council (via Teams)

*****MEETING DID NOT GO AHEAD AS IT WASN'T QUORATE*****

1. 23/1: ELECTION OF CHAIRPERSON AND VICE.

1.1 To elect a Chair of the Personnel and Councillor Development Committee for the municipal year 2023 to 2024.

1.2 To elect a vice chair for the municipal year 2023 to 2024.

2. 23/2: NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with Schedule 12 Paragraph 10(2) of the Local Government Act 1972.

3. 23/3: ADMISSION TO THE PUBLIC

To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1(2).

4. 23/4: APOLOGIES / REASONS FOR ABSENCE

4.1 To receive apologies of absence. – **CLLR'S WRATHALL & WHITE**

4.2 To consider Councillors reasons for absence. – **NOTED**

5. 23/5: DECLARATIONS OF INTEREST

To receive any declarations of interest on items on the agenda. **

**Councillors must state whether the interest being declared is a Disclosable Pecuniary Interest under Appendix A of the code of conduct or an interest under Appendix B of the code of conduct.

6. 23/6: STAFFING

6.1 To discuss staff absence and approval.

6.2 To discuss the 6 month appraisal of the Clerk.

7. 23/7: POLICIES

7.1 To consider the draft staff and elected members training policy.

7.2 To consider the draft bereavement policy.

Meeting concluded atpm

M.A.Brook

Mark Brook

Town Clerk to the Council