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##### PO Box 1602 Hemel Hempstead Herts HP1 9ST E: [**clerk@nashmillsparishcouncil.gov.uk**](mailto:clerk@nashmillsparishcouncil.gov.uk)W:[**www.nashmillsparishcouncil.gov.uk**](http://www.nashmillsparishcouncil.gov.uk)

##### **Councillors Lisa Bayley, Michele Berkeley (chairman personnel), Alan Briggs, Jan Maddern**

##### are hereby summoned to attend

###### **Nash Mills Parish Council Personnel Committee Meeting**

###### **Monday 10th March 2025 7.15pm**

**Nash Mills Village Hall, Lower Road, Hemel Hempstead.**

**To transact the business on the following agenda**

###### **The meeting is open to members of the public and press however should the items being discussed be deemed to be confidential council may resolve to move to a closed session.**

Please note that meetings may be recorded.

###### *Nikki Bugden*

###### Mrs N Bugden

###### Clerk to Nash Mills Parish Council – 3rd Feb 2025

###### **AGENDA**

### **25/007/PC Appointment of Vice Chairman**

To appoint the vice chairman personnel.

### **25/008/PC Apologies**

To receive apologies for absence

### **25/009/PC Interests**

### To receive declarations of interest from councillors on items on the agenda

### To receive written requests for dispensations for declarable interests; and

### To grant any requests for dispensation as appropriate

### **25/010/PC Minutes**

* To confirm the minutes of the following meeting(s) as a true and accurate record of proceedings.

**13th January 2025**

### **25/011/PC Resignation of Clerk / RFO**

* To note the final payment to be made in lieu of remaining leave (as approved January 2025)

### **25/012/PC Recruitment of new clerk/RFO**

* To approve the contract and terms for the new clerk (inc SCP and hours)
* To receive and approve the reference(s) received for the new clerk
* To approve the recommendation to full council to appoint the successful applicant to the role of Clerk/RFO for 24 hrs per week on an annualised hours contract.