



CAISTER-ON-SEA

CAISTER-ON-SEA PARISH COUNCIL
The Council Hall
1 Yarmouth Road
Caister-On-Sea
Norfolk
NR30 5DL

Office: 01493 738 474

Opening Hours: Monday – Thursday 9:30am – 12:30pm

Date: 24 February 2025

RE: Caister-On-Sea Parish Council Personnel Committee Meeting

Dear Parishioners

A meeting of Caister-On-Sea Parish Council Personnel Committee will be held on Monday 3 March 2025 at 6.30pm at:

The Council Hall
1 Yarmouth Road
Caister-On-Sea
Norfolk
NR30 5DL

Caister-On-Sea Parish Council welcomes members of the public and press to attend. Please contact the Parish Clerk if you would like any more information:
theclerk@caisterparishcouncil.gov.uk

Yours sincerely,

Karina Green
Parish Clerk, Caister-On-Sea Parish Council
07873 756 239

PERSONNEL COMMITTEE AGENDA

1. **Consider apologies for absence**
2. **Declarations of interest not previously disclosed** - To receive any declarations of interest regarding agenda items and any requests for dispensation.
3. **Minutes of the previous meeting** – To approve the minutes of the Personnel Committee meeting on 13 August 2024
4. **Training update**
 - a. Councillor Training
 - b. Staff Training
5. **To produce and agree Terms of Reference for the Personnel Committee**

That the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12 of the Local Government Act 1972.
6. **National Living Wage and Responsible Finance Officer & Clerk Salaries**
7. **To agree dates of next meetings**
8. **Closure of meeting**