



Name:

Date:

Signed:

Minutes of the Personnel Committee Meeting

held in the Council Chamber, Emersons Green Town Council,

1100hrs on Monday 31st of March 2025.

Present: Councillors Tina Potter (Chair), Colin Hunt, Rachael Hunt

In attendance: Joanne Bryant (Town Clerk)

Absent: Councillor Graham Hutter

PER_2025.074 Welcome and Introductions.

The Chair welcomed everyone present and explained emergency procedures.

PER_2025.075 Declaration of Interests under the Localism Act 2011.

The Chair reminded members of the requirement to declare an interest. No declarations of interest were declared.

PER_2025.076 Minutes.

Resolved: That the *Minutes of the Personnel Committee meeting held on 31st of March 2025*, copies having been circulated, be approved as a correct record, and signed by the Chair.

PER_2025.077 EXCLUSION OF PRESS AND PUBLIC.

Resolved: The Public and Press were excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

PER_2025.078 Review of Precept Process 2025/26

A report on how an error identified as part of the 2025/26 precept process was made, including its implications, actions taken to address the issue, and recommendations for procedural improvements to prevent future occurrences.

The Town Clerk was thanked for their candidness throughout this process and for their efforts in seeking the best possible outcome for the Town Council and its residents.

PER_2025.079 Dates and Timings.

No date has been set.

The Chair concluded the formal business of the meeting at 1130hrs and announced that an informal 'roundtable' discussion would take place afterward.