



Minutes of the **Personnel Committee Meeting** of Tickton & Routh Parish Council held on **Wednesday 29 July 2026** at 7:00 pm held in Tickton Village Hall, Main Street, Tickton.

Present: Councillors: Dickson (in the Chair); Oliver & Vickers

In Attendance: The Clerk, Mrs Michelle Middleton

Apologies: Councillor Caley

Absent: None

Public: None

008/26 **APOLOGIES** - To receive apologies for absence
Apologies receive from Councillor Caley.

009/26 **DECLARATION OF INTEREST** – The Parish Councils (Model Code of Conduct)
To record any declarations of interest by any Member in respect of items for discussion on this agenda.
Members declaring interests should identify the agenda item and type of interest being declared.

010/26 **MINUTES**
To approve the minutes of the Personnel Committee meeting held on 8 June 2026.
RESOLVED: The minutes of the Parish Council meeting held on 8 June 2026 were approved as a true and correct record.

011/26 **PRIVATE SESSION (PART II)** - To consider resolving to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) for the next item(s) on the agenda as it relates to confidential or staffing matters.
RESOLVED: Approved.

012/26 **VACANCY – CLERK & RFO**
1. To receive application(s) and select for interview.
RESOLVED: Applicants were selected for interview.
2. To agree interview date(s) w/c 10 August 2026, panel and format.
RESOLVED: Interviews to be held on 10 August 2026. Interview Panel to include Cllrs Dickson, Oliver and Vickers. The format was agreed.
3. To agree meeting date to consider offer of recruitment to vacancy (subject to references and documentation).
RESOLVED: Approved

013/26 **DATE OF NEXT MEETING(s):** To be held at 7.45pm on Tuesday 11 August 2026.

The Minutes were approved and signed at the meeting held on the 11 August 2026.