

HATFIELD PEVEREL
PARISH COUNCIL

Clerk to the Council
Sarah Gaeta

Parish Council Office
Community Association Village Hall
Maldon Road
Hatfield Peverel
Essex CM3 2HP

Tel: (01245) 382865
Email: parishclerk@hatfieldpeverelpc.com

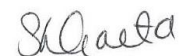
26th June 2019

To: Members of Hatfield Peverel Parish Council Personnel Committee

You are hereby summonsed to attend

**THE PERSONNEL COMMITTEE MEETING TO BE HELD
IN MEETING ROOM 2 AT THE VILLAGE HALL ON
MONDAY 1ST JULY 2019 AT 7.00 P.M**

for the purpose of transacting the following business.



Clerk to the Council

A G E N D A

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Apologies for Absence.**
4. **Minutes of the Personnel Committee Meeting** held on 4th February 2019 [to be taken as read and signed as a correct record by the Chairman].
5. **Declarations of Interest** (existence and nature) with regards to items on the Agenda. Councillors are reminded that the code of conduct that took effect from 1st July 2012 provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.
6. **MOTION:** The Parish Council to exclude the press and public to progress staffing issues referenced in confidential report dated 20th June 2019.
7. **Public Participation session** with respect to items on the Agenda.
8. **To note an amendment to the Terms of Reference**
The number of members of the Committee has been changed from six to a 'minimum of six' and sub-committee members from three to a 'minimum of three'.
9. **To appoint sub-committees**
The committee will be divided into two sub-committees. One to actively deal with day to day matters and one to be called on if a dispute arises. Each sub-committee must have a minimum of three members.