

**HATFIELD PEVEREL**  
**PARISH COUNCIL**

Clerk to the Council  
Sarah Gaeta

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27<sup>th</sup> November 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, 2<sup>ND</sup> FEBRUARY 2019 AT 7.00 P.M**

**for the purpose of transacting the following business.**

*S L Gaeta*

Clerk to the Council

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**A G E N D A**

1. **Apologies for Absence.**
2. **Minutes of the Personnel Committee Meeting** held on 1<sup>st</sup> July 2019 [to be taken as read and signed as a correct record by the Chairman].
3. **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 1<sup>st</sup> 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.
3. **Public Participation session** with respect to items on the Agenda.
4. **Motion:** To exclude members of the public for item 5 only, to progress personnel matters referenced in confidential report dated 27.11.19.
5. **To receive the confidential report dated 27.11.19 and review the matter detailed.**  
Motion to be formulated at the meeting.
6. **Other Personnel Matters**

To discuss and decide if the Clerk's 20 working hours per week can be worked over four days on a permanent basis.

To discuss and decide if the Clerk may have a flexible start time all year and not just during school holidays, with agreed 'core hours' of 9am – 1pm (subject to burial ground duties as per contract).

To discuss and decide if the Clerk can carry over 13 hours of annual leave from 2019 into 2020. It should be noted that 5 hours will be taken on 2<sup>nd</sup> January and 5 hours on 3<sup>rd</sup> January, leaving 3 hours to be taken during the remainder of 2020.