

Clerk to the Council
Sarah Gaeta

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29th September 2021

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 4TH OCTOBER 2021 AT 7.00 PM
for the purpose of transacting the following business.**

S L Gaeta

Clerk to the Council

AGENDA

- 1. Apologies for Absence.**
- 2. Minutes of the Personnel Committee Meeting** held on 11th May 2021 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 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.
- 4. Public Participation session with respect to items on the Agenda.**
- 5. Motion:** Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), the Parish Council to exclude members of the public for the duration of this meeting due to the confidential nature of the matters to be discussed.
- 6.** To note and agree the completion of the Assistant Clerk's probationary period.
- 7.** To note the resignation of a member of the grounds staff and delegate authority to the Clerk (in conjunction with the Chairman) to complete the recruitment process for a replacement.