

Clerk to the Council  
Sarah Gaeta

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4<sup>th</sup> October 2023

**To: Members of Hatfield Peverel Parish Council Personnel Committee**

**You are hereby summoned to attend**

**THE PERSONNEL COMMITTEE MEETING TO BE HELD  
AT THE VILLAGE HALL ON  
TUESDAY 10<sup>TH</sup> OCTOBER 2023 AT 7.30 PM**

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

*S L Gaeta*

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Clerk to the Council

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**AGENDA**

- 1. Election of Chairman.**
- 2. Apologies for Absence.**
- 3. Minutes of the Personnel Committee Meeting** held on 21<sup>st</sup> June 2023 to be taken as read and signed as a correct record by the Chairman.
- 4. 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.
- 5. Public Participation session with respect to items on the Agenda.**
- 6. 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.
- 7.** To discuss and decide an increase to the Assistant Clerk's hours to 12 per week during school term-time, remaining at 10 hours per week during school holiday periods.
- 8.** To review the salary scale of the Assistant Clerk and decide on any changes to be made.