

Clerk to the Council
Sarah Gaeta

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6th May 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 1 AT THE VILLAGE HALL ON
TUESDAY, 11TH MAY 2021 AT 10.00 AM
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 20th October 2020 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 discuss and agree the job description, person specification, contract and associated terms and conditions of employment for the post of Assistant Clerk, and identify funding source.