

Clerk to the Council  
Sarah Gaeta

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23<sup>rd</sup> February 2026

**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  
MONDAY 2<sup>ND</sup> MARCH 2026  
FOLLOWING THE PARISH COUNCIL MEETING**

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

*SL Gaeta*

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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 29<sup>th</sup> July 2024 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 3<sup>rd</sup> June 2024 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 consider and approve the proposed changes to the Assistant Clerk's job title and job description to accurately reflect her role, and the salary adjustment as outlined in the accompanying report, with effect from 1<sup>st</sup> April 2026.