

Clerk to the Council  
Sarah Gaeta

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15<sup>th</sup> October 2020

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

**You are hereby summonsed to attend**

**THE PERSONNEL COMMITTEE MEETING TO BE HELD VIA MICROSOFT  
TEAMS ON TUESDAY 20<sup>TH</sup> OCTOBER 2020 AT 7.30PM**  
**for the purpose of transacting the following business.**

*S L Gaeta*

Clerk to the Council

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## AGENDA

### **1. Apologies for Absence**

**2. 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. Minutes of the Personnel Committee Meeting held on 2<sup>nd</sup> December 2019**

To be taken as read and signed as a correct record by the Chairman.

### **4. Public Participation session**

With respect to items on the Agenda and other matters that are of mutual interest.

*Under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, there will be no physical meeting. Therefore, all communications will be conducted electronically. Members of the public are requested to send their comments or request access details to the meeting to the Clerk (via email only) by **6pm on 20<sup>th</sup> October**. You will be emailed the link to join prior to the meeting.*

### **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. Increase of contracted hours of two members of staff**

To discuss and decide if changes will be made, with reference to confidential report dated 15<sup>th</sup> October 2020.

### **7. Approval of Clerk's Training Agreement**

To approve the Clerk's Training Agreement as previously circulated.