



Heybridge Parish Council





Members of the **PERSONNEL COMMITTEE OF THE PARISH COUNCIL** are hereby summoned to attend the meeting on **MONDAY 21st AUGUST 2017** in the Meeting Room, Plantation Hall, Colchester Road, Heybridge at 10.30am for the purpose of transacting the following business.

Due to confidential business, this meeting is not open to the press or members of the public (Public Bodies (Admissions to Meetings) Act 1960, s 1 (2)).

Laurie Wiebe
Clerk to Heybridge Parish Council.

15 August 2017

AGENDA

1.  To elect a Chairman of the Committee for the current municipal year.
2. Apologies for absence.
3. Chairman's Announcements.
4.  To receive and confirm the minutes of the meeting of the Personnel Committee held on 11th July 2017 (Appendix 1).
5. To receive member's declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests on items on the agenda. To note any dispensations granted.
6.  To consider any internal applications received for the position of Town Clerk/RFO, including shortlisting and interview arrangements.
7.  To agree final arrangements for the locum Clerk.
8. The next meeting of the Parish Council will be held on Thursday 21st September 2017.