

Heybridge Parish Council



Members of the **PERSONNEL COMMITTEE OF THE PARISH COUNCIL** are hereby summoned to attend the meeting on **MONDAY 6th MARCH 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.

28 February 2017

AGENDA

1.  Apologies for absence.
2. Chairman's Announcements.
3. To receive and confirm the minutes of the meeting of the personnel committee held on 30th August 2016 (Appendix 1).
4. 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.
5.  To receive a report from the Clerk (to be circulated to Members during the meeting.)
 - i) To consider and approve any recommendations following the annual staff appraisals;
 - ii) To agree the Neighbourhood Plan Coordinator job description and person specification. To agree the arrangements to advertise and interview process;
 - iii) To approve the Admin Assistant and/or Clerk attend SLCC Conferences and other CPD courses;
 - iv) To consider any other items raised on the report.

6. To consider any items raised by the Chairman including staff appraisals.
7. The next meeting of the Parish Council will be held on Thursday 16th March 2017.