



## Heybridge Parish Council





Members of the **PERSONNEL COMMITTEE OF THE PARISH COUNCIL** are hereby summoned to attend the meeting on **Wednesday 21<sup>st</sup> November 2018** in the Claydon Room, Plantation Hall, Colchester Road, Heybridge at 7.30pm 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)).**

**Amanda Hilton**  
Clerk to Heybridge Parish Council.

**15<sup>th</sup> November 2018**

### AGENDA

1.  a) To receive apologies for absence.  
b) To approve apologies for absence
2. Chairman's Announcements.
3.  To receive and confirm the minutes of the meeting of the Personnel Committee held on Monday 15<sup>th</sup> October 2018. (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.  Evening Caretaker  
To consider the role of the Evening Caretaker, advertising process and ratify the Job Description and Personal Specification
6.  Financial Contractor
  - a) To consider the role of the Financial Contractor.
  - b) To consider the arrangements for remunerations and pension payments.

## **7. Future Meetings**

The next meeting of the Parish Council will be held on Monday 22<sup>nd</sup> 17<sup>th</sup> December at 7.30pm.

The next meeting of the Planning Committee will be held on Monday 3<sup>rd</sup> December 2018 at 7.30pm.

The next meeting of the Events Meeting will be held on Monday 10<sup>th</sup> December 2018 at 7.30pm.

The next meeting of the Environment and Resources Committee will be held on Monday 26<sup>th</sup> December 2018 at 7.30pm.