



Heybridge Parish Council



Members of the **PERSONNEL COMMITTEE OF THE PARISH COUNCIL** are hereby summoned to attend the meeting on **THURSDAY 10th SEPTEMBER 2015** at Plantation Hall, Colchester Road, Heybridge at 7.00pm 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.

4 September 2015

AGENDA

1.  Apologies for absence.
2. To receive and confirm the minutes of the meeting of the personnel committee held on 28 May 2015 (Appendix 1).
3. 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.
4.  To receive a report from the Clerk (to be circulated to Members during the meeting.)
 - i) To approve changing the office hours to be Monday to Friday beginning 1st October 2015;
 - ii) To consider any other items on the report requiring a decision.
5. The next meeting of the Parish Council will be held on Thursday 17th September 2015 at 7.00pm.