



Heybridge Parish Council



Members of the **PERSONNEL COMMITTEE OF THE PARISH COUNCIL** are hereby summoned to attend the meeting on **MONDAY 21st MARCH 2016** in the Meeting Room, Plantation Hall, Colchester Road, Heybridge at 11.00am 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 March 2016

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 8th December 2015 (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 the recommendations following the annual staff appraisals;
 - ii) To appoint a Day Caretaker to start 1st April 2016;
 - iii) To agree the amended Caretaker job description and cleaning tasks;
 - iv) To approve the Admin Assistant attend the SLCC Practitioners Conference in 2017;
 - v) To approve the Clerk attend the SLCC National Conference in October 2016;
 - vi) To approve the Clerk attend the SLCC Leadership in Action Conference in 2017.

- vii) 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 21st April 2016 following the Annual Parish Meeting.