



Heybridge Parish Council



Members of the **PERSONNEL COMMITTEE OF THE PARISH COUNCIL** are hereby summoned to attend the meeting on **TUESDAY 8th DECEMBER 2015** 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.

3 December 2015

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 10 September 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 the job descriptions that have been completed by staff and consider any issues that may have been raised;
 - ii) To consider increasing the Admin Assistant's hours to four mornings per week beginning in January 2016;
 - iii) To approve the Admin Assistant's registering for the Introduction to Local Council Administration course;
 - iv) To approve the Clerk and Admin Assistant attend the SLCC Regional Conference on 3rd February 2016 in Chatham, Kent;
 - v) To approve the Clerk attend the SLCC Practitioners Conference on 25th and 26th February 2016 in Stratford-upon-Avon;
 - vi) To consider any other items on the report requiring a decision.

6. The next meeting of the Parish Council will be held on Thursday 17th December 2015 at 7.00pm.