



# Heybridge Parish Council



Members of the **PERSONNEL COMMITTEE OF THE PARISH COUNCIL** are hereby summoned to attend the meeting on **MONDAY 8<sup>th</sup> FEBRUARY 2016** at 11:00am in the Meeting Room, Plantation Hall, Colchester Road, Heybridge 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 February 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 8<sup>th</sup> 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 agree the advert and job description for the Day Caretaker vacancy;
  - ii) To consider any other items on the report requiring a decision.
6. To consider any items raised by the Chairman.
7. The next meeting of the Parish Council will be held on Thursday 18<sup>th</sup> February 2016.