



Heybridge Parish Council




Members of the **PERSONNEL COMMITTEE OF THE PARISH COUNCIL** are hereby summoned to attend the meeting on **Tuesday 30rd AUGUST 2016** at 10:00am in the Claydon 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.

24 August 2016

AGENDA

1.  To elect a Chairman of the Committee.
2. Apologies for absence.
3.  To receive and confirm the minutes of the meeting of the personnel committee held on 21 March 2016 (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 appointing a Relief Caretaker;
 - ii) To approve the Clerk registering to complete four on-line courses as outlined in the report;
 - iii) To consider any other items on the report requiring a decision.
6. The next meeting of the Parish Council will be held on Thursday 15th September 2016 at 7.00pm.