



Heybridge Parish Council

DRAFT Minutes of the meeting of the **PERSONNEL COMMITTEE** of the **PARISH COUNCIL** held on **THURSDAY 10th SEPTEMBER 2015** in the Meeting Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

IN THE CHAIR: COUNCILLOR MICHAEL EDWARDS

Councillors: Dr. Michael Blyth
Officers: Laurie Wiebe – Clerk

The meeting commenced at 7:30pm.

15/184 **Apologies for absence**
Apologies were received from Cllr Perry.

It was **RESOLVED** to accept the apologies.

15/185 **Minutes**
The minutes of the meeting of the Personnel Committee of the Parish Council held on 28th May 2015 were received.

It was **RESOLVED** that the Minutes of the meeting of the Personnel Committee of the Parish Council held on 28th May 2015 be approved and confirmed.

15/186 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests on items on the agenda**
None.

15/187 **Clerk's Report**
Members received a report from the Clerk.

Members considered changing the office hours to be Monday through Friday, 8:00am to 3:00pm effective 1st October 2015.

It was noted that monthly staff lunch meetings would be held and that one Member of the Personnel Committee would join the meetings. The scheduled meetings are: 11 September 2015, 22 October 2015, 26 November 2015, and 17 December 2015.

It was **RESOLVED** that:-

- i) The office hours will be 8:00am to 3:00pm Monday through Friday effective 1st October 2015.

15/188 Future meetings

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

The Chairman closed the meeting at 7:35pm.

CHAIRMAN