



## Heybridge Parish Council

Minutes of the meeting of the **PERSONNEL COMMITTEE** of the **PARISH COUNCIL** held on **MONDAY 8<sup>th</sup> FEBRUARY 2016** 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 11.05am.

**15/405**                    **Apologies for absence**

Apologies were received from Cllr Richard Perry.

It was **RESOLVED** that the apologies be accepted.

**15/406**                    There were no Chairman's announcements.

**15/407**                    **Minutes**

The minutes of the meeting of the Personnel Committee of the Parish Council held on 8<sup>th</sup> December 2015 were received.

It was **RESOLVED** that the Minutes of the meeting of the Personnel Committee of the Parish Council held on 8<sup>h</sup> December 2015 be approved and confirmed.

**15/408**                    **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests on items on the agenda**

None.

**15/409**                    **Clerk's Report**

Members received a report from the Clerk.

It was noted that the day caretaker will be retiring at the end of March 2016. Members discussed the advert and job description for the day caretaker vacancy.

It was **RESOLVED** that:-

- i) The day caretaker vacancy advert be placed on the noticeboards and the Parish Council's website;
- ii) The closing date for applications will be 10<sup>th</sup> March 2016, with interviews being held between 11<sup>th</sup> March and 18<sup>th</sup> March 2016;
- iii) The Personnel Committee would then decide to formally appoint a Day Caretaker at the next Committee meeting;
- iv) The start date for the Day Caretaker would be 1<sup>st</sup> April 2016.

**15/410 Future meetings**

The next meeting of the Parish Council will be held on Thursday 18<sup>th</sup> February 2016 at 7.00pm.

The next meeting of the Personnel Committee will be held on Monday 21<sup>st</sup> March 2016 at 11:00am.

The Chairman closed the meeting at 11:35am.

CHAIRMAN