

Galleywood Parish Council



Clerk to the Council: Ms J L Head

The Keene Hall, Watchouse Road, Galleywood, Chelmsford CM2 8PT

Dear Councillor, you are summoned to attend a Personnel Committee Meeting, please remember to bring along all previously circulated sets of Minutes and Meeting Notes.

TO	Personnel Committee (this meeting will be recorded)
DATE	03.01.2018
TIME	19.00 – 21:00
VENUE	Ron White Room, Keene Hall, Watchouse Road, Galleywood

AGENDA

- 1. Public Announcements** Chairman to make any announcements including fire exit procedure.
- 2. Record of Councillors Present** Clerk to record in the Minutes ensuring that the Attendance Book has been signed.
- 3. Apologies and Reasons for Absence** The Chairman to receive apologies and reasons for absence from Councillors and the Clerk to record in the Minutes and Attendance Book.
- 4. Declaring any Pecuniary and Non Pecuniary Interests** To declare any pecuniary or non pecuniary interests relating to items on the Agenda having regard to the Code of Conduct for Members and having taken appropriate advice before the Meeting.
- 5. Dispensations** Under Section 31 of the Localism Act 2011 S31 (4), a member may not participate in any discussion or vote upon a matter at the meeting in which he/she has a disclosable pecuniary interest.
- 6. Public Participation Session** with respect to items on the Agenda. Chairman will invite questions and observations from public present which will form part of the Minutes.
- 7. Minutes of the Personnel Committee Meeting held on 13 12 17** The Chairman to present the Minutes for approval and signature.
- 8. Date of Next meetings** Committee to set date for next meeting. Schedule of Meetings is proposed as follows: approximately every two weeks (17th, 31st January 2018) with a review at the end of January 2018. Meetings to be at 7pm at the Keene Hall

CONFIDENTIAL

In accordance with the Public Bodies (Admission to meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw for Agenda Items 9 - 12.

- 9. Resignation of Parish Clerk** To discuss confidential matters, implications and next steps.
- 10. Correspondence** To discuss correspondence received
- 11. Progress Report** Councillors provide latest updates
- 12. Next Steps** Councillors to discuss, prioritise and schedule next steps

Jane Head

.....

Ms J L Head, Clerk to Galleywood Parish Council, 29 12 17