

# Galleywood Parish Council



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

*Dear Councillor, you are summoned to attend an Extraordinary Personnel Committee Meeting.  
Please remember to bring along all previously circulated sets of Minutes and Meeting Notes.*

*.....R Hyland.....*

*Cllr Richard Hyland – Chairman – Personnel Committee - 13 February 2018*

<b>TO</b>	<b>Extraordinary Personnel Committee (this meeting will be recorded)</b>
<b>DATE</b>	<b>16.02.2018</b>
<b>TIME</b>	<b>8.30 – 9:30 (EARLY MORNING START)</b>
<b>VENUE</b>	<b>Ron White Room, Keene Hall, Watchhouse Road, Galleywood</b>

## A G E N D A

- Per 18-27**      **Public Announcements**  
*Chairman to make any announcements including fire exit procedure.*
- Per 18-28**      **Record of Councillors Present**  
*The appointed minute taker to record in the Minutes ensuring that the Attendance Book has been signed.*
- Per 18-29**      **Apologies and Reasons for Absence**  
*The Chairman to receive apologies and reasons for absence from Councillors and the appointed minute taker to record in the Minutes and Attendance Book.*
- Per 18-30**      **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.*
- Per 18-31**      **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.*
- Per 18-32**      **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.*

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 The Acting Clerk - **01245 358898**  
 [clerk@galleywoodparishcouncil.org.uk](mailto:clerk@galleywoodparishcouncil.org.uk)  
 The Deputy Clerk - **01245 348756**  
 [deputyclerk@galleywoodparishcouncil.org.uk](mailto:deputyclerk@galleywoodparishcouncil.org.uk)  
 [www.galleywoodparishcouncil.gov.uk](http://www.galleywoodparishcouncil.gov.uk)

**Per 18-33**      **Minutes of the Personnel Committee Meeting held on 07 02 18**

*The Chairman to present the Minutes for approval and signature.*

**Per 18-34**      **Date of Next meetings**

*Committee to set date for next meeting. Schedule of Meetings is proposed as follows: 21<sup>st</sup> Feb 2018 and 7<sup>th</sup> March, subject to a review at the end of February 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 18-35 – 18-38.*

**Per 18-35**      **Resignation of Parish Clerk**

*To discuss confidential matters, implications and next steps. – Review interviews. Propose recommendation to replace Clerk*

**Per 18-36**      **Correspondence**

*To discuss correspondence received*

**Per 18-37**      **Progress Report**

*Councillors provide latest updates*

**Per 18-38**      **Next Steps**

*Councillors to discuss, prioritise and schedule next steps*