

Galleywood Parish Council



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

You are hereby summoned to attend a **meeting of the Personnel Committee** on 8 April 2025 at 6.00pm in Lodge White Room, The Keene Hall, Watchouse Road, Galleywood CM2 8PT for the purpose of transacting the following business. Members of the press and public are welcome to attend.

K Wilde

Mrs Kelly Wilde
Clerk to Galleywood Parish Council
1 April 2025

Councillors: A McQuiggan, N Paul, J Potter, S Troop

PERSONNEL AGENDA **This meeting will be recorded.**

- PER25-135 Apologies for Absence**
To receive and approve apologies and reasons for absence.
- PER25-136 Confirmation of Minutes** **(herewith)**
To agree and sign the minutes of the meetings held on 11 March 2025.
- PER25-137 Declaring of Interests and Dispensations**
Members must not participate in any discussion on the matter in which they have declared a Disclosable Pecuniary Interest or other Pecuniary Interest.
- PER25-138 Public Participation Session with respect to items on the agenda**
To allow up to 15 minutes for members of the public to make representations.
- PER25-139 Exclusion of the Press and Public**
To resolve to exclude the Press and Public from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the following item contains confidential information.
- PER25-140 Staff Vacancy – Village Attendant** **(to follow)**
To discuss and consider the report.

The next Personnel Committee Meeting is on:
Thursday 13 May 2025 at 10am

GALLEYWOOD PARISH COUNCIL
MINUTES OF THE PERSONNEL MEETING
HELD AT THE KEENE HALL – RON WHITE ROOM – GALLEYWOOD
on Wednesday 11 March 2025 at 10.00am
Formal acceptance will take place at the next Committee Meeting

Present:

Councillors: A McQuiggan, N Paul and S Troop (Chairman)
In attendance: Clerk

25-129 Apologies for Absence
There were none.

25-130 Confirmation of Minutes
RESOLVED that the minutes of the meeting held on 14 January 2025 were a true and accurate account were signed by the Chairman.

25-131 Declaring of Interests and Dispensations
There were none.

25-132 Public Participation Session with respect to items on the agenda
There were no members of the public.

25-133 Exclusion of the Press and Public
There were no members of the public.

25-134 Personnel Matters
Members noted and considered the report provided on recruitment.
RESOLVED that:
a. A Village Attendant position for 10 hours per month be advertised with a closing date of 27 March 2025.
b. The job description for the above be amended to reflect current working pattern.
It was noted that the post will be vacant with effect from 17 April 2025.
Action: Terms of Reference to be reviewed in May 2025.

There being no further public business to be transacted, the Chairman closed the meeting at 10.45am.

Signed Chairman

Dated

