



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

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Personnel Committee Chairman:
Personnel Committee Members:

Cllr. N. Boxall

Cllr. M. Carter

Cllr. S. James

Cllr. P. Meacham

Cllr. T. Carter

Cllr. R. Martin

Cllr. V. Randall

Members of the Personnel Committee are hereby summoned to attend the online Personnel Committee meeting on Monday 22nd February 2021 at 7.00pm for the purpose of transacting the following business. **Members of the press and public are welcome to attend and should contact the Clerk before 3pm on the day of the meeting to request access to the online meeting.**

K Holland

Mrs Kelly Holland
Clerk to Hockley Parish Council

17th February 2021

PERSONNEL COMMITTEE MEETING ON MONDAY 22nd FEBRUARY 2021

AGENDA

1. **Apologies for absence**
2. **Minutes**
Acceptance of the minutes from the meeting dated 8th February 2021 (previously circulated).
3. **To receive member's declarations of interests in items on the agenda.**
4. **Public Participation session**
There will be 15 minutes available for this session where members of the public may speak regarding items on the agenda. A maximum of 3 minutes per speaker will be permitted.
5. **Exclusion of press and public**
The Parish Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2).

DECISION ITEMS

6. **To appoint one member onto the Personnel Sub Committee as per the amended Terms of Reference.**
7. **To consider the amendments to the Personnel Committee Terms of Reference ([appendix 1](#)).**
8. **To consider the update on staff matters.**

FOR NOTING

9. Items for next agenda

10. Date of future meetings

The next meeting of the Personnel Committee is to be confirmed.