



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 Personnel Committee meeting in the Parish Hall, 58 Southend Road, Hockley on Monday 8th July 2019 at 7.00pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

K Holland

Mrs Kelly Holland
Clerk to Hockley Parish Council

3rd July 2019

Please note that under the Local Government Act 1972 Schedule 12 paragraph 10 (2) (b), the Council cannot lawfully decide any matter that is not specified on the agenda. Should you require additional information on any agenda item please advise the Clerk by 1pm on the working day preceding the meeting.

AGENDA

- 1. Election of Committee Chairman**
- 2. Election of Committee Vice Chairman**
- 3. Apologies for absence**
Please notify apologies to the Clerk or Chairman of the Committee in advance of the meeting.
- 4. Minutes**
Acceptance of the minutes from the meeting dated 13th March 2019 (previously circulated).
- 5. To receive member's declarations of interests in items on the agenda**
- 6. Appointment of sub committee**
To note that there was a variance in the terms of reference for the membership of the sub committee which would be resolved at the Full Council meeting on 22nd July 2019. A sub committee could be appointed at the next Committee meeting.
- 7. 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).

8. Committee Budgets

To consider the staff costs and training budgets (appendix 1).

9. Staff members

- (a) To consider the information in relation to the Responsible Financial Officer's working hours (to be circulated at the meeting);
- (b) To receive any updates on members of staff;
- (c) To consider whether to close down during the Christmas and New Year period with effect from 2019.

10. Training

To note any training that had taken place and agree any new training required.

11. Items for next agenda

12. Date of future meetings

The next scheduled meeting of the Personnel Committee will be on Monday 28th October 2019.