



## HOCKLEY PARISH COUNCIL

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

Telephone: 01702 207707 e-mail: [enquiries@hockley-essex.gov.uk](mailto:enquiries@hockley-essex.gov.uk)

Website: [hockley-essex.gov.uk](http://hockley-essex.gov.uk)

---

### **Minutes from the online Personnel Sub Committee meeting held on Monday 14<sup>th</sup> of September 2021 at 7.30pm.**

*This meeting was closed to members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2) due to confidential business.*

<b>Present:</b>	<u>Chairman:</u>	Cllr. P. Meacham
	<u>Councillors:</u>	Cllr. N. Boxall            Cllr. M. Carter
	<u>Officers:</u>	Kelly Holland, Clerk
	<u>Members of the public:</u>	None

**PERSC21/7            Apologies for absence**

None.

**PERSC21/8            Minutes**

**RESOLVED** that the minutes from the Personnel Sub Committee meeting held on 26<sup>th</sup> April 2021 be approved as a correct record and signed by the Chairman after the meeting.

**PERSC21/9            Declarations of Interests**

None declared.

**PERSC21/10            Staff and Councillor matters**

Various office matters and member matters were discussed and concerns noted. There followed an in depth discussion regarding ways forward. It was noted that the meetings scheduled for September and October had been cancelled due to the significant workload in the office.

**RESOLVED** that

- (a) each meeting of Full Council, Committee and Sub Committee is prefaced with an agreed script to ensure correct conduct of all members, staff and visitors.
- (b) the Clerk will provide feedback on meeting procedures to the office team.
- (c) the importance of the social media policy be brought to the attention of all members to ensure it is fully adhered to in order to protect members and the Council.

**PERSC21/11**      **Items for the next agenda**

To review the effectiveness of the agreed script to be used at the start of each meeting.

**PERSC21/12**      **Date of future meetings**

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

The meeting closed at 9.16pm

**Signed:** \_\_\_\_\_  
**Chairman**

**Date:** \_\_\_\_\_