



HOCKLEY PARISH COUNCIL

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

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Personnel Sub Committee Chairman:
Personnel Sub Committee Members:

Cllr. P. Meacham
Cllr. N. Boxall

Cllr. M. Carter

Members of the Personnel Sub Committee are hereby summoned to attend the extraordinary Personnel Sub Committee meeting at The Old Fire Station, 58 Southend Road, Hockley, Essex on Monday 22nd November 2021 at 6.30pm for the purpose of transacting the following business.

P Meacham

Mr Phil Meacham
Chairman of the Personnel Sub Committee

19th November 2021

PERSONNEL SUB COMMITTEE MEETING ON MONDAY 22nd NOVEMBER 2021

AGENDA

- 1. Apologies for absence**
- 2. Minutes**
Acceptance of the minutes from the meeting dated 5th October 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

DECISION ITEMS

- 5. To consider the job description for the Deputy Clerk/RFO role (previously circulated).**

FOR NOTING

- 6. Items for next agenda**
- 7. Date of future meetings**
The next meeting of the Personnel Sub Committee is to be confirmed.