



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH
Telephone: 01702 207707 e-mail: enquiries@hockley-essex.gov.uk Website:
hockley-essex.gov.uk

Personnel Sub Committee Chairman: Cllr. P. Meacham
Personnel Sub Committee Members: Cllr. N. Boxall
Cllr. M. Carter

Members of the Personnel Sub Committee are hereby summoned to attend the Personnel Sub Committee meeting at The Old Fire Station, 58 Southend Road, Hockley, Essex on Wednesday 12 January at 10.30 am for the purpose of transacting the following business.

Members of the press and public are excluded from this meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2).


John Watson
Locum Clerk and Responsible Financial Officer

8th January 2022

AGENDA

- 1. Apologies for absence**
- 2. Minutes**
To approve the minutes of the Personnel Sub Committee held on 20th December 2021
- 3. To receive members' declarations of interests regarding items on the agenda**
- 4. To agree permitting and arranging full access of the Clerk's incoming mail, electronic and otherwise, to the Locum Clerk during the Clerk's sickness absence**
- 5. To agree authorising the Locum Clerk to make arrangements to collect the necessary office keys from the Clerk**
- 6. To discuss personnel issues and agree the actions to be taken**
- 7. Items for next agenda**
- 8. Date of future meetings**

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

Hockley Parish Council is committed to being a council with a brave forward vision to create and maintain a vibrant and inclusive community in Hockley