



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH
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**Minutes of the Personnel Sub Committee meeting held at
The Old Fire Station, 58 Southend Road, Hockley on Wednesday
12 January 2022 at 10.30 am.**

Present:	<u>Chairman:</u>	Cllr. P. Meacham
	<u>Councillors:</u>	Cllr. N. Boxall, Cllr. M. Carter
	In attendance:	J. Watson, Locum Clerk and RFO
	<u>Members of the public:</u>	None

In accordance with Standing Order 10(a)(xii), the press and public were excluded from the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2).

PERSC21/41 Apologies for absence

None.

PERSC21/42 Minutes

The minutes of the meeting held on 20th December 2021 were approved subject to an amendment to the wording in PERSC21/38.

PERSC21/43 Declarations of Interests

All Councillors declared a non-pecuniary interest in respect of Personnel Issues.

Members were reminded of their obligations regarding the confidentiality required on this and all personnel meetings

PERSC21/44 Incoming Mail

Proposed Councillor Meacham that the Locum Clerk be given access to the Clerk's incoming mail, electronic and otherwise. Counter proposed Councillor Boxall, seconded Councillor Carter that this be extended to include the Assistant Clerk's incoming mail, electronic and otherwise. Carried unanimously.

PERSC21/45 **Office Keys**

Proposed Councillor Meacham, seconded Councillor Carter that the Locum Clerk make arrangements to collect the office keys from the Clerk. **Carried unanimously.**

PERSC21/46 **Personnel Issues**

The Sub Committee discussed various personnel matters.

(1) Proposed by Councillor Meacham, seconded by Councillor Boxall and **carried unanimously** that the communication from the Clerk be referred to Council with appropriate recommendations for a decision as to how the matter should be progressed.

(2) Proposed by Councillor Boxall, seconded by Councillor Meacham that as we have not yet received a response from our last email to the Assistant Clerk, review of the situation be deferred to the next meeting. **Carried unanimously.**

PERSC21/47 **Items for the next agenda**

None.

PERSC21/49 **Date of future meetings**

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

The meeting closed at 11.58 am.

Signed: _____
Chairman

Date: _____