



HOCKLEY PARISH COUNCIL

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

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Website: www.hockley-essex.gov.uk

Personnel Committee Chairman: Cllr B Thorogood (Ex Officio)

Personnel Committee Members: Cllr P Chelmsford

Cllr S Martin (Ex Officio);

Cllr P Meacham

PERSONNEL COMMITTEE MEETING NOTES Monday 11th July 2022.

PER21/48 Members Present: Cllr B Thorogood (Chair)
Cllr P Meacham
Cllr S Martin

It was noted that Cllrs N Boxall and M Carter had stepped down from this committee and FC had approved that Cllrs B Thorogood and S Martin would join as Ex-Officio members to remain quorate.

PER21/49 Apologies for Absence:

Apologies were received and unanimously accepted from Cllr P Chelmsford.

PER21/49 Chair's Announcements

Chairman's announcements were noted and members advised the committee was meeting as a Working Group as no Clerk was available.

PER21/50 Recording of Meetings

No recordings declared.

PER21/51 Minutes

Approval of the minutes deferred as members present were not in attendance.

PER21/52 Declarations of Interests

None declared

PER21/53 Personnel Matters:

To consider Personnel Matters and agree action to be taken

- a) **Locum Clerk:** Members received a report on the provision of a Locum Clerk going forward. Local Government Resources Centre, specialists in local authority recruitment, had been approached by our current Locum Clerk and a potential replacement was available. It was unanimously agreed that Cllr Thorogood would investigate this matter further on a rolling monthly contract which would be subject to terms of contract, inclusive fees and references being confirmed.

Recommendation to FC: Local Government Resources Centre be approached to provide a Locum Clerk subject to conditions.

b) **Vacancy Notice**

It was unanimously agreed a Vacancy Notice for an Admin Assistant would be issued as a matter of urgency.

PER21/54 Items for next agenda: TBC

PER21/55 Date of next meeting: TBC

Meeting closed 9pm