Great Bentley Parish Council

To: Personnel Committee

**You are hereby summoned to attend a Personnel Committee Meeting of Great Bentley Parish Council in the village hall at 4.30 p.m. on Wednesday 2nd November 2022 for the purpose of transacting the following business:**

**Grahame Walkingshaw**

Locum Clerk to the Council

Great Bentley Parish Council

**AGENDA**

1. **Apologies for absence**

To receive apologies for absence and confirm acceptance of those apologies

1. **Declarations of Interest**
2. **Public Open Forum**
3. **To approve the minutes of the last meeting** (23rd August 2022)

**Part Two Agenda Items**

Matters taken in the absence of Press and Public (Public (Admissions to Meetings) Act 1960) as the item contains exempt information as defined by the Local Government Act 1972 Sch. 12a Pt

1. **Responsible Finance Officer**

To discuss and agree actions regarding the Responsible Finance Officer review and probation

1. **Parish Clerk**

To discuss and agree actions regarding a Permanent Clerk role

1. **Date and Time of Next Meeting**

The next Personnel Committee Meeting will be held on Thursday 16th March 2023.