**Great Bentley Parish Council**

*Clerk and Responsible Financial Officer to the Council: Jennifer Spear*

The Community Resource Centre, The Village Hall Plough Road Great Bentley Colchester CO7 8LG Tel: 01206 256410 Email: finance@greatbentleyparishcouncil.co.uk

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**Members of the Personnel Committee are hereby summoned to attend a Personnel Committee Meeting taking place at the The Village Hall Plough Road Great Bentley Colchester CO7 8LG** **on Thursday 2nd March 2023 at 6:30pm for the purpose of transacting the following business:**

**Members of the press and public are welcome to attend.**

Signed

Jennifer Spear

Clerk and Responsible Financial Officer to the Council 22nd February 2023

**AGENDA**

03.01.23 To Receive and approve any Apologies of Absence

03.02.23 To Receive any declarations of Interest

03.03.23 Public Participation session with respect to items on the Agenda and matters of mutual interest (time limited to 15 minutes)

03.04.23 There are no minutes from the previous committee meeting held on 02nd November 2022 to approve, this needs to be noted by the council and the resolved actions to be ratified in this meeting.

**This section of the meeting is closed to the public (Public Bodies (Admissions to Meetings) Act 1960, s 1 (1) g)**

03.05.23 From Novembers Meeting – to discuss and agree action regarding the Responsible Financial Officer Review and Probation

03.06.23 From Novembers meeting – to discuss and agree actions regarding recruiting for a permanent clerk role

03.07.23 To carry out the 6 month performance review of the Clerk and Financial Officer

03.08.23 To confirm date and time of next meeting