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

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**Minutes of the Personnel Committee Meeting held on 28th June 2023 at The Village Hall, Plough Road Great Bentley Colchester CO7 8LG**

Present: Cllr. P. Dennitts Cllr. F. Edwards Cllr. P. Harry

In attendance: Mrs Jennifer Spear (Clerk)

**AGENDA**

**06.09.23 To Elect a Chair of the Personnel Committee**

**Resolved -** Cllr. P. Harry proposed himself for the Chair position, this was seconded by Cllr. P, Dennitts, all in favour.

**06.10.23 To Receive and approve any Apologies of Absence**

None Received

**06.11.23 To Receive any declarations of interest**

None Received

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

No public present so no issues were raised.

**06.13.23 Minutes of the Personnel Committee Meeting from the 02nd March 2023 meeting (previously circulated) to be approved and signed.**

**Resolved** Cllr P Dennitts proposed as she was the only member present today who was present at the last meeting, that these were a true record of the Personnel Committee Meeting on the 2nd March 2023, and signed the minutes.

**06.14.23 To discuss and approve the Terms of Reference for the Personnel Committee**

**Resolved** Cllr F. Edwards, proposed increasing the minimum number of Councillors required on the committee to 4 members, this was seconded by Cllr. P. Dennitts, all in favour.

**Action Clerk – to be added to the July Full Council Meeting Agenda**

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

**06.15.23 To discuss and agree actions regarding the Assistant Clerks review and probationary period.**

**Resolved** After much discussion Cllr. P. Harry proposed to move forward with holding a disciplinary meeting with the assistant clerk, further from this Cllr. P. Dennitts proposed an amendment to this proposal that depending on the outcome of the disciplinary meeting if needed then the Personnel Committee can move forward with recruitment if required, this amendment was accepted by Cllr. P. Harry, the proposal was then seconded by Cllr. F. Edwards, all in favour.

**Action Cllr. P. Harry and Cllr. F. Edwards**

It was noted by the committee that Cllr. P. Dennitts will not take part in the Disciplinary meeting as she has provided guidance to the clerk through the probationary period and a third Councillor will be required for the meeting from the remaining Parish Councillors.

**06.16.23 To confirm the date for the annual appraisal for the Clerk.**

**Resolved** that the annual appraisal is to be held on Tuesday 5th September at 10:30am.

**06.17.23 To confirm date and time of next meeting.**

**Resolved** that the next meeting is to be held on Tuesday 5th September at 10:30am.

**There being no further business the meeting was closed at 12:32 pm**

………………………………………………………………signed…………………………………………….date