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

Tel: 01206 256410 Email: clerk@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 in the The Village Hall Plough Road Great Bentley Colchester CO7 8LG** **on Wednesday 25th October 2023 at 13:00am 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 19th October 2023

**AGENDA**

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

**10.26.23** To Receive any declarations of interest

**10.27.23** Minutes of the Personnel Committee Meeting from the 19th September 2023 meeting (previously circulated) to be approved and signed.

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

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

**10.29.23** To discuss and agree to the employment of the new assistant clerk, after the recruitment process, and to discuss and agree to the relevant pay scale.

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