*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 Tuesday 30th January 2024 at 10:00am 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 22nd January 2024

**AGENDA**

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

**01.32.24** To Receive any declarations of interest

**01.33.24** Minutes of the Personnel Committee Meeting from the 30th October 2023 meeting (previously circulated) to be approved and signed.

**01.34.24** 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**

**01.35.24** To discuss and agree to the permanent employment of the new assistant clerk, due to coming to the end of her probationary period, and to discuss further training required.

**01.36.24** To discuss next steps due to the stepping down of the Village Caretaker

**01.37.24** To discuss and agree to further training required for the clerk and assistant relevant to agenda items 01.36.24 resolution

**01.38.24** Items to be added to the next Agenda

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