



# Hullbridge Parish Council

## Personnel Committee

To be held on Wednesday 26<sup>th</sup> February 2025

7.00pm

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Hullbridge Parish Council Office, 98 Ferry Road, Hullbridge, SS5 6EX

Members: Cllr K. O'Brien, Cllr A. Marriott, Cllr S. Cooper, Cllr S. Walsh

Staff: Mrs Nicola Harding (Clerk)/Mrs Julie Mullet (Assistant Clerk)

Dear Councillors,

You are accordingly invited to attend a **Personnel Sub-Committee** Meeting to be held on Wednesday 26 02 2025 at the Parish Office at 7.00pm, when the undermentioned business is proposed to be transacted.

Please note that under the Local Government Act 1972 Schedule 12 p10(2) a Council cannot lawfully decide any matter that is not specified on the agenda. Please advise prior to the meeting if you require additional information on any agenda item.

Yours Sincerely,

*N. Harding*

Nicola Harding

Clerk to the Council

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## Agenda

(Residents and Press welcome to attend)

1. **Apologies**
  - 1.1 To receive apologies for absence
2. **Approval of Minutes**
  - 2.1 Members to agree as a true record, the Personnel Meetings held on **Wednesday 11<sup>th</sup> September 2024.**
3. **Declarations of interest**
  - 3.1 To receive declarations of interest: a) Disclosable Pecuniary  
b) Other Pecuniary  
c) Non Pecuniary
4. **Public Participation Session**
  - 4.1 ***Contributions from Residents, a maximum of 3 minutes per speaker will be allowed.***



## HULLBRIDGE PARISH COUNCIL

5. **Exclusion of Press and Public**

**5.1** Members of the press and public to be excluded by resolution from this part of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2)

6. **Staffing Matters**

**6.1** Councillors to *receive* a general report from the Clerk and *receive* information and *agree* the Clerk and Accounts Assistant can enroll for the "Principles of Internal Auditing Local Councils (PIALC)" provided by the SLCC at a cost of £120.00 ex VAT.

**6.2** Councillors to *note* the Clerk will carry out staff appraisals shortly and arrange for the Chair of Personnel to carry out the Clerks appraisal.

**6.3** Councillors to *note* all staff will move up 1 SCP point as per contract in April.

7. **Date of the Next Meeting**

**7.1** The next Personnel committee meeting will take place on 10<sup>th</sup> September 2025 at 19.00hrs at the Parish Office.

Meeting Closed

Nicola Harding Clerk to the Council