



# Hullbridge Parish Council

## Personnel Committee

To be held on Wednesday 24<sup>th</sup> September 2025

8.00pm

Published 16/09/2025

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)

Dear Councillors,

You are accordingly invited to attend a **Personnel Sub-Committee** Meeting to be held on Wednesday 24 09 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. **Election of Chair**  
**1.1** To *consider* nominations for the election of Chair.
2. **Apologies**  
**2.1** To *receive* apologies for absence
3. **Approval of Minutes**  
**3.1** Members to agree as a true record, the Personnel Meetings held on **Wednesday 26<sup>th</sup> February 2025.**
4. **Declarations of interest**  
**4.1** To *receive* declarations of interest:
  - a) Disclosable Pecuniary
  - b) Other Pecuniary
  - c) Non Pecuniary



5. **Public Participation Session**

**5.1 Contributions from Residents, a maximum of 3 minutes per speaker will be allowed.**

6. **Exclusion of Press and Public**

**6.1** 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)

7. **Staffing Matters**

**7.1** Councillors to *receive* a report and revised staff contracts from the Clerk and to *discuss* and *agree* the new salary scales and to *agree* any further recommendations to the Finance Committee.

**7.2** Councillors to *note* the Clerk and Accounts Asst have successfully completed the Principals of Internal Audit (PIALC) qualification.

**7.3** Councillors to *agree* the Clerk can obtain quotes for payroll services for 2026-27.

**7.4** Councillors to *note* the decision made at the Environment Committee

**11.5/06/25** for a work placement student from Writtle College to work one day a week with maintenance staff for recommendation to Full Council. Information on the placement is pending from the college.

8. **Date of the Next Meeting**

**8.1** The next Personnel committee meeting will take place on 25<sup>th</sup> February 2026 at 19.00hrs at the Parish Office.

Meeting Closed

Nicola Harding Clerk to the Council