



Hullbridge Parish Council

Personnel Committee

To be held on Monday 28th September 2026

7.00pm

Published 08/09/2026

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

Members: Cllr A. Marriott, Cllr J. O'Brien, 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 Monday 28 09 2026 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

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 25th February 2026.**
4. **Declaration of interest and dispensations**
4.1 To *receive* declarations of interest and dispensations on items on the agenda
(Dispensation requests at least one day prior to the meeting)
(*Members are reminded they must, within 28 days of becoming aware of any new, or change in their Register of Members' Interests, provide written notification thereof to the Clerk of Hullbridge Parish Council.*)



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* information from the Clerk following appraisals on staffing matters and *agree* recommendations.

7.2 Councillors to *note* that the Clerk has investigated the benefits and costs of engaging external providers for Human Resources and/or Health & Safety support and will present the report to the Finance Committee for consideration and review.

8. **Date of the Next Meeting**

8.1 The next Personnel committee meeting will take place on 24th February 2027 at 19.00hrs at the Parish Office.

Meeting Closed

Nicola Harding Clerk to the Council