



Hullbridge Parish Council

Personnel Committee

Held on Wednesday 24th September 2025

8.00 pm

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

Members present: Cllr A. Marriott, Cllr S. Cooper

Visting: Cllr I. Kenlin

Staff present: Mrs Nicola Harding

No Members of the public were present.

Minutes

1/09/25 Election of Chair

1.1/09/25 – Cllr Cooper did not wish to be considered for the position of Chair. Cllr Marriott was duly elected Chair.

2/09/25 Apologies

2.1/09/25 – Apologies were *noted* from Cllr K. O'Brien and Cllr S. Walsh.

3/09/25 Approval of Minutes

3.1/09/25 - RESOLVED- Councillors approved the minutes of the meeting dated **Wednesday 26th February 2025.**

4/09/25 Declarations of interest

4.1/09/25 - None.

5/09/25 Public Participation

5.1/09/25- No public present

6/09/25 Exclusion of Press and Public

7/09/25 Staffing Matters

7.1/09/25 – Councillors received a report from the Clerk regarding staffing matters and agreed recommended changes to be considered by the Finance Committee. The Clerk withdrew from the meeting while Councillors discussed a staffing evaluation. Upon return, it was agreed to amend the relevant pay scale by two points. Clerk to **ACTION.**

7.2/09/25 – Councillors *noted* the Clerk and the Accounts Assistant have successfully completed the Principles of Internal Audit (PIALC) qualification.

7.3/09/25 – Councillors *agreed* the Clerk can obtain quotes for payroll services for 26-27. contract in April. Clerk to **ACTION.**

7.4 Councillors *noted* and fully supported 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



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maintenance staff for recommendation to Full Council. Information on the placement is pending from the college Clerk to **ACTION**.

8/09/25 Date of the Next Meeting

8.1/09/25 – The date of the next Personnel Committee Meeting is Wednesday 25th February 2026 19.00hrs at the Parish Office.

Meeting Closed 20:25hrs