



# Hullbridge Parish Council

## Personnel Committee

Held on Wednesday 25<sup>th</sup> February 2026

7.00 pm

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

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

Staff present: Mrs Nicola Harding

Visiting: Cllr J. O'Brien, Cllr C. Agius

No Members of the public were present.

## Minutes

### 9/02/26 Apologies

9.1/02/26 - None.

### 10/02/26 Approval of Minutes

10.1/02/26 - RESOLVED- Councillors approved the minutes of the meeting dated **Wednesday 24<sup>th</sup> September 2025**

### 11/02/26 Declarations of interest and dispensations

11.1/02/26 - None.

### 12/02/26 Public Participation

12.1/02/26- No public present

### 13/02/26 Exclusion of Press and Public

### 14/02/26 Staffing Matters

14.1/02/26 - Councillors *received* information on upcoming training courses for council staff.

14.2/02/26 - Councillors *received* an update on the current work placement student from Writtle College. Councillors *agreed* the Personnel Sub-Committee would recommend the continuation of the relationship with Writtle college subject to consultation with the maintenance staff.

*Cllr S.Cooper arrived 19.06pm*

14.3/02/26 - Councillors noted that staff appraisals (Personal Development Plans) will be undertaken during April. A discussion was held regarding appropriate Councillor training to support a clearer understanding of the Clerk's role, in order to effectively conduct her appraisal. The Chair of the Personnel Committee will confirm their availability to schedule the Clerk's appraisal.



## HULLBRIDGE PARISH COUNCIL

**14.4/02/26** – Councillors *noted* all staff will move up 1 SCP point as per contract in April.

**15/02/26 Date of the Next Meeting**

**15.1/02/26** – The date of the next Personnel Committee Meeting is Wednesday 9<sup>th</sup> September 2026 19.00hrs at the Parish Office.

Meeting Closed 19:08hrs