



# Hullbridge Parish Council

## Personnel Committee

To be held on Wednesday 25<sup>th</sup> February 2026

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)

Dear Councillors,

You are accordingly invited to attend a **Personnel Sub-Committee** Meeting to be held on Wednesday 25 02 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

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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 24<sup>th</sup> September 2025**.
3. **Declaration of interest and dispensations**
  - 3.1 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.)



4. **Public Participation Session**

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

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 *note* the maintenance staff will be attending a tree survey and inspection training course on 4<sup>th</sup> March at a cost of £195 per candidate.

Councillors to *note* the Clerk will attend the following training;

- Understanding the Smaller Authorities Proper Practices Panel (SAPPP) Feb £25.
- Water compliance and legionella control in May at a cost of £57.75.
- HR Training for Clerks June £60.
- Council Motivation July £60.

**6.2** Councillors to *receive* an update on the current work placement student from Writtle College. Councillors to *discuss* and *agree* whether the Council wishes to continue supporting this initiative going forward.

**6.3** Councillors to *note* staff appraisals (personal development plans) will be carried out during April. Clerk to *arrange* a suitable time for the Chair of Personnel to conduct her appraisal.

**6.4** 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 9<sup>th</sup> September 2026 at 19.00hrs at the Parish Office.

Meeting Closed

Nicola Harding Clerk to the Council