

## NAZEING PARISH COUNCIL

**Notice is hereby given that Personnel Committee will meet on Wednesday 20th July 2022 4:30pm at the Council Office, The Leisure Centre, Bumbles Green, Nazeing and Members are summoned to attend.**

*The Public and The Press are cordially invited to attend, however please do not attend if you are showing any symptoms of Covid.*

*Please ensure any letters relevant to the agenda are emailed to the Clerk ([council@nazeingparishcouncil.org](mailto:council@nazeingparishcouncil.org)) by noon on the Tuesday preceding the meeting, so that the details can be circulated to Members in advance. Thank you.*

### AGENDA

**22/084. Welcome and Introductions:** By the Chairman. {5}

**22/085. Apologies for absence:** To note any apologies received.

**22/086. Declarations of Interest:** To note and record any declarations made.

**22/087. Approval and signing of minutes:**

To approve the minutes of the Personnel Committee meeting held on 6th July 2022.

**22/088. Council Projects:** {15}

To discuss and review the Council projects list.

**22/089. Exclusion of public and press.** To exclude public and press if necessary.

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

**22/090. Assistant Clerk:** {20}

**a)** To review and approve the draft contract.

**b)** To discuss and consider approval of additional hours being worked by the Assistant Clerk, to cover when the Clerk is absent for a week or longer and make recommendations to the Full Council.

**22/091. Clerk:** {20}

**a)** To discuss Clerks workload and additional hours. To review additional hours being worked by the Clerk, following appointment & training of Assistant Clerk and make recommendations to the Full Council.

**b)** Additional hours are being worked by the Clerk however, no additional holiday has been accrued or paid. To discuss and consider any next steps.

**c)** Annual review of salary is outstanding. To discuss and make recommendations to the Full Council.

**22/092. Date of next Personnel Committee meeting.** TBA.

**Signed Lorraine Ellis** (Parish Clerk)

**Date 8th July 2022**

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