



Notice is hereby given that the Meeting of the Personnel Committee will be held on Tuesday 18<sup>th</sup> November 2025, in The Pavilion, Tollesbury Recreation Ground, Elysian Gardens, commencing at 7.00 pm, to which members of the Personnel Committee are summoned for the transaction of the under-mentioned business.

*M. Curtis*

Michelle Curtis – Clerk to the Council/RFO

12<sup>th</sup> November 2025

Councillors: C Page (Chair), M Bell, S Hawes, J Rogers

**Recording of Meetings**

The meeting will be recorded to assist the Parish Clerk to compile the minutes. The recording will be deleted afterwards.

**A G E N D A**

**1. Apologies for Absence**

To receive apologies for absence.

**2. Declarations of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)

**3. Public Forum**

Public participation - Residents wishing to raise a matter in the public forum should inform the Parish Clerk of the topic by noon the previous day.

**4. Minutes**

To confirm the minutes of the Meeting held on 14<sup>th</sup> October 2025

**5. Public Bodies (Admission to Meetings) Act 1960**

Given the confidential personnel and contractual nature of the business to be transacted, consider excluding the press and public from the meeting

**6. Employment Matters**

Personnel Matters – Parish Clerk

**7. Public Bodies (Admission to Meetings) Act 1960**

To consider permitting the press and public to return to the meeting.

**8. Date of the Next Meeting**

Tuesday 20<sup>th</sup> January 2026 – 7.30pm

**Clerk:** Michelle Curtis  
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