



Notice is hereby given that the Meeting of the Personnel Committee will be held on Tuesday, 20th January 2026, 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

13th January 2026

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 18th November 2025

5. Policies and Procedures

To review the following policies and procedures

5.1 Disciplinary Policy

5.2 Grievance Procedure

6. 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

7. Employment Matters

7.1 Personnel Matters – Parish Clerk

7.2 Personnel Matters – Litter Picker

8. Public Bodies (Admission to Meetings) Act 1960

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

9. Date of the Next Meeting

To agree on the date for the Personnel Committee Meeting.

Clerk: Michelle Curtis

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