



The Keene Hall, Watchouse Road, Galleywood, Chelmsford CM2 8PT

You are hereby summoned to attend a meeting of the Personnel Committee in the Ron White Room, Keene Hall, Watchouse Road, Galleywood CM2 8PT on **THURSDAY 14 March 2024 at 10.00am** for the purpose of transacting the following business.

Mrs Kelly Wilde
Clerk to Galleywood Parish Council
7 March 2024

Councillors: A McQuiggan, N Paul, J Potter, and S Troop (Chairman)

PERSONNEL COMMITTEE

- PER24-95 Apologies for Absence**
To receive and approve apologies and reasons for absence.
- PER24-96 Declaring of Interests**
Declaration of any disclosable pecuniary interests and other registerable interests relating to items on the agenda in accordance with the Code of Conduct.
- PER24-97 Public Participation Session with respect to items on the agenda**
In accordance with Standing Order 3.e. to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item on the agenda. At the close of this item members of the public will no longer be permitted to address the Committee.
- PER24-98 Confirmation of Minutes (herewith)**
To agree and sign the minutes as a true and accurate record on the meeting held on 15 February 2024.
- PER24-99 Exclusion of the Press and Public**
To resolve to exclude the Press and Public from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the following item contains confidential information.
- PER24-100 Staff Appraisals (to follow)**
To note and review staff appraisals report.
- PER24-101 Personnel Matters**
To discuss and resolve.

The next Personnel Committee Meeting is on:
Thursday 14 May 2024 at 10am

**GALLEYWOOD PARISH COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD IN THE LODGE ROOM, KEENE HALL on THURSDAY 15 February 2024 at 6.00pm**

PRESENT

Councillors: A McQuiggan, N Paul, J Potter, and S Troop (Chairman)

In attendance: Clerk

PER24-89 Apologies for Absence
There were none.

PER24-90 Declaring of Interests
There were none.

PER24-91 Public Participation Session with respect to items on the agenda
There were none.

PER24-92 Confirmation of Minutes
RESOLVED that the minutes from the meetings held on 29 June 2023 be approved as a true record of the meetings and signed by the Chairman.

PER24-93 Exclusion of the Press and Public
There were none.

PER24-94 Personnel Matters
Members discussed issues relating to the code of conduct.
RESOLVED that appropriate action would be taken by the Chairman.

Date of the next meeting
To be agreed.

There being no further public business to be transacted, the Chairman closed the meeting at 6.50pm.

Signed Chairman

Dated: