



PERSONNEL COMMITTEE MEETING

**Meeting to be held on Friday 18th October 2024 at 9am in the Council Chamber,
10 Melrose Road, West Mersea, Colchester CO5 8JD**

14th October 2024

Councillors are summoned to attend the above meeting to deal with the following business.

Petra Palfreyman
Locum Town Clerk

Members of the public and press are warmly welcomed to attend.
Mobile phones to be switched to silent.

A G E N D A

- 24/25 Recording of meeting
Chairman to request anyone present to identify their intention to record the meeting
- 24/26 To receive apologies for absence and a vote of acceptance to be taken
- 24/27 To record declarations of interests
Members are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting.
- 24/28 Public session (15 minutes, 3 minutes per speaker)
Priority will be given to those members of the public wishing to share information relating to items on the agenda. Once the public session is closed, members of the public are not permitted to speak.
- 24/29 To review the draft minutes of previous personnel committee meetings and agree the process to confirm them
- 24/30 Town Clerk Vacancy
(a) To provide an update about how many applicants and give feedback
(b) To agree an interview panel
(c) To agree the interview format
(d) To agree dates for interviews
- 24/31 To provide an update on outstanding Personnel issues handed over
- 24/32 To provide an update regarding a meeting with the Groundsmen
- 24/33 To agree to consult with the Groundsmen regarding the Dawes Lane Public Open Space (Kingsfield)
- 24/34 To agree office staff workplace assessments