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## PERSONNEL COMMITTEE

<b>MINUTES OF MEETING HELD:</b>	<b>30 June, 2pm</b>
	<b>Seymour Pavilion</b>

<b>Present:</b>	<b>Cllrs</b>	R Pittman	C Russell	P Jeater	M Hart
<b>Also present:</b>		A Wood Parish Clerk and RFO			
<b>Absent:</b>		P Poston	R Lee		
<b>PC22/021</b>	<b>To elect a Chair and Vice Chair</b>				
	<ul style="list-style-type: none"> <li>Before the meeting commenced, the Clerk advised that a temporary Chair had to be appointed to open the meeting and take nominations for the position of Chair and Vice Chair. Cllr Jeater was nominated to this position.</li> <li>It was <b>RESOLVED to elect Cllr Pittman to the position of Chair</b> and for the Vice Chair position to be carried to the next meeting. Proposed: Cllr Jeater All agreed <i>Cllr Jeater handed the Chair to Cllr Pittman at this point.</i></li> </ul>				
<b>PC22/022</b>	<b>Apologies for absence- for noting not approval</b> Apologies were received from Cllrs Poston and Lee				
<b>PC22/023</b>	<b>Announcements and Declarations of Interest</b> None were presented.				
<b>PC22/024</b>	<b>To approve the minutes from the last Meeting held on 5 April 2022</b> The minutes were approved by all and signed by Cllr Pittman.				
<b>PC22/025</b>	<b>Public Participation Session</b> No members of the public were present.				
<b>PC22/026</b>	<b>Matters arising for Report/Information Exchange (not for resolution)</b> No matters arising				
<b>Having regard to the confidential nature of the business to be transacted, the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960</b>					
<b>PC22/027</b>	<b>To discuss future staff arrangements and future requirements</b>				
	<ul style="list-style-type: none"> <li>The Clerk advised that the Communications Officer had handed in his notice with a finish date of the 31<sup>st</sup> July and that recruitment should commence for his replacement. <b>It was RESOLVED to give the Clerk was delegated authority to progress this matter</b> and she will circulate a draft job description, advert and other information to the committee and other councillors as appropriate. The next personnel committee meeting will be to review applications and decide next steps. <b>Proposed: Cllr Pittman</b> <b>All agreed on the course of action</b></li> <li>Cllr Pittman agreed to conduct an exit interview and the Clerk was asked to inform the Communications Office of this offer.</li> </ul>				
<b>PC22/028</b>	<b>Items for inclusion in the Next Agenda (not requiring resolution or action)</b>				
	<ul style="list-style-type: none"> <li>Election of a Vice Chair</li> </ul>				
<b>PC22/029</b>	<b>Chairman to closed the meeting at 2.54pm, Next meeting: to be confirmed</b>				