Suite 2
4, The Limes Ingatestone

Essex
CM4 OBE

## PERSONNEL COMMITTEE

## MEETING TO BE HELD ON 12 ${ }^{\text {th }}$ December 2023 at 9.30 am

## VENUE: Council Chambers, Suite 3, 4 The Limes

Committee members are summoned to attend the above meetings to deal with the following business. Members of the public and press are warmly welcomed to attend but owing to the nature of the committee, will not be able to attend any closed session.

Clerk to the Council

## AGENDA

| PC22/062 | Apologies for Absence |
| :--- | :--- |
| PC22/063 | Announcements and Declarations of Interest |
| PC22/064 | To approve the minutes of the previous meeting on the 4 April 2023 |
| PC22/065 | Public participation session <br> 15 minutes maximum (to be divided equally between those wishing to speak) |
| PC22/066 | Matters arising for report (not for resolution) |
| PC22/067 | To confirm the registration of the Communications Clerk on the February 2024 <br> CiLCA qualification course, other required core courses and all associated <br> costs. |
| PC22/068 | Items for inclusion in the Next Agenda (not requiring resolution or action) |
| PC22/061 | Chair to close the meeting - next scheduled meeting to be confirmed |

