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PERSONNEL COMMITTEE

MINUTES OF MEETING HELD:	6th February 2024, 4pm
LOCATION:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	R Lee (Chair)	M Marston	P Jeater	D Sankey
		M Hart			
Also present:		A Wood Parish Clerk and RFO			
Absent:		C Russell			
PC24/001	Apologies for absence- for noting not approval Apologies were noted from Cllr Russell				
PC24/002	Announcements and Declarations of Interest None were presented.				
PC24/003	To approve the minutes from the last Meeting held on 12th December 2023 The minutes were approved by all and signed by Cllr Lee.				
PC24/004	Public Participation Session No members of the public were present.				
PC24/005	Matters arising for Report/Information Exchange (not for resolution) The Clerk advised that she had not included the requested CiLCA update on this agenda as the courses had not yet started.				
PC24/006	To approve the extended holiday request received. The above was discussed and RESOLVED. The Clerk was asked to action a rota for cover. Proposed: Cllr Lee Seconded: Cllr Jeater All agreed				
PC24/007	Items for inclusion in the Next Agenda (not requiring resolution or action) <ul style="list-style-type: none"> Update on the Communications Clerk CiLCA progress 				
PC24/008	Chair to close the meeting The Chair closed the meeting at 4.20pm Next meeting: 2 nd April 2024, 4pm, Council Office, 4 The Limes, Ingatestone, CM4 0BE				