



Village Hall
York Road
Earls Colne
CO6 2RN

30th October 2025

To: Members of Earls Colne Parish Council Personnel Committee

You are hereby summoned to attend

**THE PARISH COUNCIL MEETING
TO BE HELD AT THE VILLAGE HALL (CHAMBER)
ON TUESDAY 4TH NOVEMBER 2025 AT 6.00 PM**

for the purpose of transacting the following business

S Gaeta

Clerk to the Council

A G E N D A

- 1. Appointment of Chairman and Vice Chairman**
- 2. Apologies for Absence**
- 3. Declarations of Interest (existence and nature)** with regards to items on the Agenda. Councillors are reminded that the code of conduct provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.
- 4. Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest.
3 minutes per person; 15 minutes max
- 5. Communication**
To appoint a Committee Member as a point of contact for the Community Workers in the Clerk's absence.
- 6. Sub-committees**
To appoint two sub-committees to cover the below:
 - (i) Disciplinary Panel
 - (ii) Grievance Panel
 - (iii) Day-to-day contact for the Clerk
- 7. Confidential Matters**
 - (a) **Motion:** Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), the Parish Council to exclude members of the press and public for the duration of this meeting to consider the following confidential item.
 - (b) To review and agree the Clerk's contract and terms.