



Village Hall
York Road
Earls Colne
CO6 2RN

21st January 2026

To: Members of Earls Colne Parish Council Personnel Committee

You are hereby summoned to attend

**THE PARISH COUNCIL PERSONNEL COMMITTEE MEETING
TO BE HELD AT THE VILLAGE HALL (CHAMBER)
ON TUESDAY 27TH JANUARY 2026 AT 10.00 AM**

for the purpose of transacting the following business

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Clerk to the Council

A G E N D A

- 1. Apologies for Absence**
- 2. Minutes of the Personnel Committee Meeting** held on 4th November 2025 to be taken as read and signed as a correct record by the Chairman
- 3. To appoint Councillor Dennis to the Personnel Committee**
- 4. 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.
- 5. 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
- 6. Assistant Clerk Role**
To agree the job description and terms for the Assistant Clerk role and appoint two members to work with the Clerk in the recruitment process.
- 7. Sub-committees**
To review the membership of the sub-committees below:
 - (i) Disciplinary Panel
 - (ii) Grievance Panel

8. 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 items.

(b) To consider a report relating to aspects of service delivery and to confirm Council expectations moving forward.

(c) To consider an employment-related matter and determine an appropriate course of action, having regard to advice received.