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Clerk to the Council: Sarah Gaeta
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**MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD AT THE VILLAGE HALL
ON TUESDAY 27TH JANUARY 2026 AT 10.00AM**

Present:

Councillor P Wall (Chairman)
Councillor R Cook
Councillor L Bauckham-Leys
Councillor J Jemmett
Clerk

25/P8. Apologies for Absence

Apologies were received and accepted from Councillor Dennis.

25/P9. Minutes

The Minutes of the Personnel Committee Meeting held on 4th November 2025 were agreed and signed as a correct record.

25/P10. Appointment to Personnel Committee

It was resolved to appoint Councillor Dennis to the Personnel Committee.

25/P11. Declarations of Interest

None.

25/P12. Public Participation session

None.

25/P13. Assistant Clerk Role

It was resolved to agree the job description and terms for the Assistant Clerk role, with Councillor Wall and the Clerk working on the recruitment process. Councillors Jemmett and Bauckham-Leys will assist as required.

25/P14. Sub-committees

The membership of the sub-committees below:

- (i) Disciplinary panel – **It was resolved** to appoint Councillor Dennis.
- (ii) Grievance panel – will remain the same.

25/P15. Confidential Matters

- (a) Under the Public Bodies (Admissions to Meetings) Act 1960 s. 1(2), **it was resolved** to exclude members of the press and public to consider the following confidential items.
- (b) **It was resolved** to accept the recommendations of the reports dated 12th January 2026 (Role, Duties and Standards) and January 2026 (Time, Activity and Governance Review).
- (c) **It was resolved** to begin the process outlined by Councillor Wall and the Clerk.

Meeting closed at 11.59am