

# **BARLING MAGNA PARISH COUNCIL**

## **PERSONNEL COMMITTEE**

**NOTICE IS HEREBY GIVEN** that a meeting of the Barling Magna Parish Council Personnel Committee will take place on Thursday 3<sup>rd</sup> November, in All Saints Parish Church, Church Road, Barling Magna, Essex commencing at 7.00 p.m.

This meeting will in part be open to the press and members of the public to item 5 only

**ALL MEMBERS of the COMMITTEE ARE HEREBY SUMMONSED** to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Signed:                                 Date:  
Victoria Marzouki                   28 October 2016  
Clerk to the Barling Magna Parish Council.

Councillors who are members of the Personnel Committee and who are entitled to vote at the meeting are Councillors Ashdown, Cohen, Edmunds, Gardiner and Steptoe (Chair).

Other Councillors are welcome to attend but do not have a vote at the meeting.

### **AGENDA**

1. The Chair to declare the meeting open
2. To receive apologies for absence.
3. To receive Declarations of Interest in accordance with the Council's Code of Conduct and with section 106 of the Local Government Finance Act 1992.
4. To sign as a correct record the Minutes of the meeting of the Personnel Committee held on 6<sup>th</sup> September 2016
5. Exclusion of the Press and the Public  
(a) Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it be resolved that in view of the confidential nature of the business to be transacted it be advisable in the public interest that the press and the public be excluded and they be invited to withdraw.
6. To approve and make recommendation to full council regarding the contract of employment for the Parish Clerk
7. To approve the job description and job advertisement for the position of Parish Clerk

**Issued 28 October 2016**