

Chelmer Village Council
Springfield Parish Council

Dear Member

You are hereby summoned to a meeting of the Personnel Sub-Committee in the Clerk's Office at Springfield Parish Centre, St Augustine's Way, Springfield, Essex, CM1 6GX on **Wednesday 3rd July 2024 at 2pm.**

C Milligan

Mrs Clare Milligan
Clerk to the Councils
2nd July 2024

Councillor Membership:

Chelmer - S Sullivan, S Byrne-Lagrué, Y Spence
Springfield – G Brazendale, R Carson and I Fuller.

Members of the public and press are welcome to attend this meeting.

AGENDA

- 1. Election of Chair**
To receive nominations and elect a Chair for the Sub-Committee.
- 2. Election of Vice-Chair**
To receive nominations and elect a Vice-Chair for the Sub-Committee.
- 3. Apologies for Absence**
To receive and agree apologies for absence.
- 4. Declarations of Interest**
To declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests relating to items on the agenda, having regard to the Code of Conduct for Members and having taken appropriate advice before the meeting.
- 5. Minutes**
To receive and agree the minutes of the Personnel Sub-Committee meetings held on 5th December 2023, 22nd January 2024 and 15th May 2024.
- 6. Public Question Time**
The Chair will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed.
- 7. Private and Confidential**
In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are excluded from the following items of business due to their confidential nature and they are instructed to withdraw.
- 8. Staffing Updates**
To discuss confidential staffing issues and decide on any actions to be taken.

Springfield Parish Centre, St Augustines Way, Springfield, Chelmsford, CM1 6GX
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