

Kelvedon Parish Council

The Old Fire Station, 102 High Street, Kelvedon, Essex CO5 9AA

03 March 2016

To members of the Personnel Sub-Committee
Cllrs Anderson, Buttery, Hooper & Pilbeam
Ex Officio: Cllrs Martin and Dixon

Members of the Personnel Sub-Committee are summoned to attend a meeting immediately after the 7.30 pm Finance Committee meeting on Wednesday 9 March 2016 in the Council Chamber to transact the business shown in the agenda.

Members are reminded to declare any personal or prejudicial interests as they arise on the Agenda.

Philippa Potter
Parish Clerk

A G E N D A

- 1 Apologies for Absence**
To receive any apologies for absence.
- 2 Minutes**
To confirm the minutes of the meeting held on 25 November 2015.
- 3 Declarations of Interest**
The Chairman to invite Councillors to declare any appropriate disclosures.
- 4 Solo working policy**
To be discussed.
- 8 Date of next meeting(s)**
Dates for 2016 to be arranged.
- 9 Vote on move into private session**
Exclusion of press & public
The sub-committee members are asked to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to meetings) Act 1960 as the following item(s) contain confidential staff matters.
Review of office personnel systems/staffing matters