



**Clerk to the Council:** Mrs S.M.Walker LLB  
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7 Mallard Close  
Great Notley  
CM77 7YD

Dear Councillors,

You are hereby summoned to attend a meeting of Great Notley Parish Council Personnel Committee that will be held on Monday 4<sup>th</sup> October 2021 at 7pm in the small hall of the Community Centre, Notley Green, Great Notley, Braintree Essex CM77 7US for the purpose of transacting the following business.

Yours faithfully,

Mrs Suzanne Walker  
Clerk to Great Notley Parish Council

Date 27<sup>th</sup> September 2021

#### **AGENDA FOR PERSONNEL COMMITTEE MEETING**

**21/PC.09: Apologies**

**21/PC.10: Declarations of Interest**

**21/PC.11: To approve the minutes of the meeting held on 11<sup>th</sup> January 2021**

#### **CONFIDENTIAL**

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it is advisable that the public be excluded and instructed to withdraw for agenda items 21/PC.12

**21/PC.12 To consider instructing a Councillor to carry out an investigation into a potential Disciplinary issue under the terms of the Parish Council Disciplinary procedure**