



Clerk to the Council: Mrs S.M.Walker LLB
E-mail: greatnotleyclerk@gmail.com

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 Thursday 14th October 2021 at 8.30pm in the large 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 7th October 2021

AGENDA FOR PERSONNEL COMMITTEE MEETING

21/PC.12: Apologies

21/PC.13: Declarations of Interest

21/PC.14: To approve the minutes of the meeting held on 4th October 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.15 and 16

21/PC.15 To receive a report on the appraisals of the Parish Council employees

21/PC.16 To receive report from Councillors on potential disciplinary matter