



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

Dear Councillors,

You are hereby summoned to attend a meeting of Great Notley Parish Council Personnel Committee that will be held on Monday 6th March 2023 at 8.30pm in the committee room at the Community Centre, Notley Green, Great Notley, Braintree Essex CM77 7US for the purpose of transacting the following business.

Yours faithfully,

SUZANNE WALKER

Mrs Suzanne Walker
Clerk to Great Notley Parish Council

Date 28th February 2023

AGENDA FOR PERSONNEL COMMITTEE MEETING

- 23/PC.01: Apologies**
- 23/PC.02: Declarations of Interest**
- 23/PC.03: To approve the minutes of the meeting held on 5th December 2023**

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 item 23/PC.04

- 23/PC.04 To note the resignation of the Clerk and to agree a new Clerk recruitment pack to enable the role to be advertised.**