



Clerk to the Council: Elizabeth Winter
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 11th December 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,

E. Winter

Mrs Elizabeth Winter
Clerk to Great Notley Parish Council

Date 6th December 2023

AGENDA FOR PERSONNEL COMMITTEE MEETING

- 23/PC.21: Apologies**
- 23/PC.22: Declarations of Interest**
- 23/PC.23: To approve the minutes of the meeting held on 13th November 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.24

- 23/PC.24 To Receive and Accept the Completed Appraisals for the Litter Team for Calendar Year 2023 and to consider the associated issue of unspent annual leave for 2023 for 1 staff member**