



**Clerk to the Council:** Elizabeth Winter  
**E-mail:** [greatnotleyclerk@gmail.com](mailto: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 14<sup>th</sup> October 2024 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 9<sup>th</sup> October 2024

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

- 24/PC.33: Apologies**
- 24/PC.34: Declarations of Interest**
- 24/PC.35: To approve the minutes of the meeting held on 2<sup>nd</sup> September 2024**

#### **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 24/PC.36 and 24/PC.37

- 24/PC.36 To update on Parish Council Employees**
- 24/PC.37 To inform on the recent fraud matter**