



COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH
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To Councillors Hagger, Smalley, Horne, Keig & Ross

YOU ARE SUMMONED TO ATTEND A MEETING OF THE PERSONNEL COMMITTEE on Wednesday 9th December 2020 at 7.30 pm to be held via Zoom video conferencing

THE PRESS AND PUBLIC ARE WELCOME TO ATTEND AND SHOULD CONTACT THE CLERK VIA EMAIL AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO RECEIVE A COPY OF THE JOINING INSTRUCTIONS

A G E N D A

Agenda /Minute Number	Agenda Item	Appendix Number
PC20/40.	Those present and apologies for absence	
PC20/41.	To agree the appointment of a Chairman of the Coggeshall Parish Council Personnel Committee	
PC20/42.	To note the acceptance of office for the Chairman of the Coggeshall Parish Council Personnel Committee	
PC20/43.	To agree the appointment of a Vice Chairman of the Coggeshall Parish Council Personnel Committee	
PC20/44.	Councillors Declarations	
PC20/45.	Minutes of previous meetings. To approve the minutes of the Personnel Committee meeting of Monday 14 th September 2020.	App 1
PC20/46.	Public Participation session with respect to Agenda items and other matters of mutual interest. The maximum time allowed for this item is 15 minutes. At the close of this item, members of the public will no longer be permitted to address the Council unless invited by the Chairman.	
PC20/47.	To close the meeting to the press and the public due to the sensitive nature of the discussions	
PC20/48.	To retrospectively agree to the appointment of a locum clerk to cover the clerk's absence in October & November at a rate of £15.37 (It should be noted that the locum will be responsible for paying their own tax and National Insurance)	
PC20/49.	To note the resignation of the Parish Clerk	App 2
PC20/50.	Interim Staffing measures –to discuss and agree temporary staffing arrangements and working hours pending appointment of a new Clerk	

PC20/51.	To consider and agree the following documents in relation to the recruitment of a new clerk (and any other appropriate documents) a) Job Description b) Person Specification c) Salary Grade d) Application Form e) Advertisement and timescale f) Interview scoring sheet	App 3
PC20/52.	To consider and agree the appointment of three councillors to carry out the interviews for a new Parish Clerk and an appropriate date.	
PC20/53.	Items for the next agenda	
PC20/54.	To agree the date and time of the next meeting	

Debbie Morgan
Clerk to Coggeshall Parish Council

04 DEC 2020