



# 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 Monday 21<sup>st</sup> December 2020** starting immediately after the completion of a Council Extraordinary General meeting which commences at **7.15 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. IT SHOULD BE NOTED HOWEVER THAT THE MEETING WILL BE CLOSED TO THE PUBLIC WHEN CONFIDENTIAL STAFFING MATTERS ARE DISCUSSED**

## A G E N D A

Agenda /Minute Number	Agenda Item	Appendix Number
PC20/55.	<b>Those present and apologies for absence</b>	
PC20/56.	<b>Councillors Declarations</b>	
PC20/57.	<b>Minutes of previous meetings.</b> To approve the minutes of the Personnel Committee meeting of Wednesday 9 <sup>th</sup> December.	App 1
PC20/58.	<b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b> 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.	
PC20/59.	<b>To close the meeting to the press and the public due to the sensitive nature of the discussions</b>	
PC20/60.	<b>To retrospectively agree to the appointment of a locum Clerk while the Council recruits a permanent Clerk.</b>	
PC20/61.	<b>To retrospectively agree to increasing the Assistant Clerk role by four hours per week on a temporary basis pending the appointment of a permanent Clerk</b>	
PC20/62.	<b>To discuss a request from a member of staff.</b>	App 2
PC20/63.	<b>To discuss and agree staffing of the Council Office during the Christmas and New Year period.</b>	
PC20/64.	<b>To consider and agree the following documents in relation to the recruitment of a new clerk (and any other appropriate documents)</b> a) Job Description b) Person Specification c) Salary Grade	App 3

	<b>d) Application Form</b> <b>e) Advertisement and timescale</b> <b>f) Interview scoring sheet</b> <b>g) Applicants Assessment Form</b>	
PC20/65.	<b>To consider and agree the appointment of three councillors to carry out the interviews for a new Parish Clerk and an appropriate date.</b>	
PC20/66.	<b>To review and to agree next steps regarding a confidential issue.</b>	
PC20/67.	<b>Items for the next agenda</b>	
PC20/68.	<b>To agree the date and time of the next meeting</b>	

*Carolyn McSweeney*

Carolyn McSweeney  
 Locum Clerk to Coggeshall Parish Council

15 December 2020