



## CHIGWELL PARISH COUNCIL

5<sup>th</sup> January 2023.

### Councillors:

You are hereby summoned to attend the Personnel Committee of the Parish Council to be held at Chigwell Parish Council Office, Hainault Road, Chigwell, IG7 6QZ on Tuesday 10<sup>th</sup> January 2023 @ 6pm for the purpose of transacting the business itemised below.

### Members of the Public:

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum **pertaining to business on the agenda**. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded by resolution whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

K. Kuderovitch, Clerk to the Council

🔥 = A resolution to be made, £ = Expenditure resolution

1/23.	<b>RECORDING OF MEETINGS</b> Members of the Public and Councillors are asked to note that in accordance with Standing Orders 3 (i) and the Local Government Transparency Code 2015, photographing, recording, broadcasting, transmitting or otherwise reporting the proceeding of a meeting may take place. The Clerk to ask Members of the Public to declare if they are recording. <b>Councillors/Members of the Public to declare their intention to record the Meeting (ref: Openness of Local Government Regulations 2014).</b>
2/23.	<b>APOLOGIES FOR ABSENCE</b> 🔥 Clerk to report apologies and Council to vote on the acceptance of apologies & their submitted reasons.
3/23.	<b>DECLARATION OF INTERESTS</b> All Members will be reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it. The Clerk to offer members the opportunity to declare any interests and note them.
4/23.	<b>PUBLIC FORUM</b> On the motion of the Chairman the meeting will be adjourned for 15 minutes for members of the public/press to address the Council (extendable by the Chairman - see Standing Orders) <b>on business on the agenda</b> . The allocated time to be shared equally amongst member of the public. Once the public session is closed, members of the public have no rights to take part in the meeting – unless requested & permitted by the Chairman.
5/23	<b>MINUTES</b> 🔥 The minutes of the meetings of 28 <sup>th</sup> November 2022 & 29 <sup>th</sup> December 2022 to be approved & signed.

Clerk: Karen Kuderovitch, Certificate in Local Council Administration (CILCA)

karen.kuderovitch@chigwellparishcouncil.gov.uk

Chigwell Parish Council, Hainault Road Chigwell Essex IG7 6QZ Tel: 020 8501 4275

---

6/23.	<b>TERMS OF REFERENCE</b> 🇬🇧 Members to review & approve.
7/23.	<b>THE FOLLOWING ITEM IS CONFIDENTIAL AND A VOTE TO BE TAKEN TO CLOSE THE MEETING TO THE PUBLIC/PRESS</b> 🇬🇧 £ (ref: Schedule 12 of the Local Gov Act 1972).
8/23.	<b>PERSONNEL</b> 🇬🇧 £ <ul style="list-style-type: none"> <li>• Litter Picker/Grounds Maintenance Person</li> <li>• Admin Assistant update</li> <li>• Clerk to report on Appraisals completed/booked</li> <li>• Employment Matter</li> </ul>