

GREAT HORKESLEY PARISH COUNCIL

Dear Councillors,

You are hereby summonsed to attend a meeting of the Personnel Committee of Great Horkesley Parish Council on **Tuesday 14th October 2025 at 7.00pm**, which will be held in Great Horkesley New Village Hall, for the purpose of transacting the business as set out in the Agenda below. Members of the public and press are welcome to attend but owing to the nature of the committee, will not be able to attend any closed discussion.



Teri Duckworth – Parish Clerk & RFO

AGENDA

S25/08 Chairman's Welcome

S25/09 Apologies and Reasons for Absence

To receive apologies from absent members and approve those absences which may be considered acceptable.

S25/10 Declaration of Interests

To receive declarations of interest in respect of any item of business on this agenda.

S25/11 Minutes of Previous Meeting

To approve and sign the minutes of the Personnel Committee Meeting held 17th June 2025.

S25/12 Terms of Reference

To review the Personnel Committee Terms of Reference.

S25/13 Next Meeting of the Personnel Committee

To confirm the next meeting of the Personnel Committee will be 10th March 2026 (if required).

S25/14 Exclusion of Press and Public

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to resolve that, in view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting.

S25/15 Staff Appraisals

- (a) To receive an update from the Clerk regarding recent staff appraisals.
- (b) To carry out the Clerk's annual appraisal.

S25/16 Staff Costs

To review total staff costs and agree estimated expenditure for the 2026/27 financial year, to recommend to the Finance Committee for consideration when setting the budget.