



Village Hall
York Road
Earls Colne
CO6 2RN

18th March 2026

To: Members of Earls Colne Parish Council Personnel Committee

You are hereby summoned to attend

**THE PARISH COUNCIL PERSONNEL COMMITTEE MEETING
TO BE HELD AT THE VILLAGE HALL (CHAMBER)
ON TUESDAY 24TH MARCH 2026 AT 12.00 PM**

for the purpose of transacting the following business

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Clerk to the Council

AGENDA

- 1. Apologies for Absence**
- 2. Appointment of new member**
To appoint Councillor Ian Sparks to the Personnel Committee as Vice-Chairman, as resolved by full Council on 18th March 2026.
- 3. Minutes of the Personnel Committee Meeting** held on 27th January 2026 to be taken as read and signed as a correct record by the Chairman
- 4. Declarations of Interest (existence and nature)** with regards to items on the Agenda. Councillors are reminded that the code of conduct provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.
- 5. Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest.
3 minutes per person; 15 minutes max
- 6. Confidential Matters**
 - (a) **Motion:** Under the Public Bodies (Admissions to Meetings) Act 1960 s.1(2), the Parish Council to exclude members of the press and public for the duration of this meeting to consider the following confidential items.
 - (b) To agree the job description and terms for the new Community Worker role and appoint two members to work with the Clerk in the recruitment process.
 - (c) To consider revisions to an existing job description and title.