



## WEST HANNINGFIELD PARISH COUNCIL



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# AGENDA

## MEETING OF THE PERSONNEL COMMITTEE

22<sup>nd</sup> May 2026

WEST HANNINGFIELD CHURCH

5pm

**Councillors:** You are hereby summoned to attend a Personnel Committee Meeting of the Parish Council to be held at West Hanningfield Church on 22<sup>nd</sup> May 2026 at 5pm to transact the business detailed below.

**Members of the Public:** In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

*Lucy White* – Clerk  
18<sup>th</sup> May 2026

## AGENDA

*Before the start of business, the Chairman will remind attendees to turn off or silence mobile phones, and will ask that anyone intending to record or broadcast the meeting declare this at the outset. This is to ensure transparency and to allow members of the public the opportunity to avoid being filmed or recorded if they wish.*

### 1. Apologies for Absence

To receive and approve apologies for absence.

### 2. Declarations of Interest

Members are reminded that they must disclose any interests in items on the agenda either at this point or when the relevant item is reached. Any disclosable pecuniary interest must be notified to the Monitoring Officer within 28 days of the meeting if not already done so..

### 3. Exclusion of the Press and Public

To consider, in accordance with the Public Bodies (Admission to Meetings) Act 1960, whether the public and press should be excluded from any part of the meeting due to the confidential nature of the business to be transacted.

### 4. Approval of Minutes

To approve the minutes of the Personnel Committee Meeting held on the 1<sup>st</sup> December 2025.

**5. Public Forum**

The Chairman will allow members of the public up to 15 minutes to raise matters relevant to the Parish. Matters may be responded to at the meeting or referred to a future agenda. This period may be extended at the Chairman's discretion.

**6. Appointment of New Clerk**

To consider the outcome of the recent interviews and to agree a recommendation to Full Council regarding the appointment of a new Clerk.