



WEST HANNINGFIELD PARISH COUNCIL



Telephone : 07873 708275
 Email: clerk@westhanningfield-pc.gov.uk
 Website: www.westhanningfield-pc.gov.uk

AGENDA

MEETING OF THE WEST HANNINGFIELD PARISH COUNCIL PERSONNEL COMMITTEE 19th AUGUST 2026 SOUTH HANNINGFIELD VILLAGE HALL

11AM

Councillors: You are hereby summoned to attend a meeting of the Personnel Committee to be held at South Hanningfield Village Hall on 19th August 2026 at 11am to transact the business detailed below.

Substitution: In accordance with the Personnel Committee Terms of Reference, where an appointed Committee Member is unable to attend, a substitute member may be appointed by the Chair of the Council (or, in their absence, the Vice-Chair) from among eligible Councillors. Any substitute appointed will have full voting rights for that meeting only.

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.

Karen Jones – Chairman

14th August 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 of their responsibility to declare any interests in respect of items on this agenda, either at this point or when the relevant agenda item is reached.

Members with a Disclosable Pecuniary Interest in an agenda item must declare that interest and, where required, withdraw from the meeting for that item in accordance with the Council's Standing Orders and the relevant statutory requirements.

3. Approval of Minutes

To approve the minutes of the Personnel Committee Meeting held on the 22nd May 2026.

4. Public Forum

The Chairman will allow members of the public up to 15 minutes to raise matters relevant to items on this agenda only.

5. Exclusion of the Press and Public

To consider and if appropriate, resolve whether, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public should be excluded from the meeting during agenda item 6 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

6. Staffing Matters

To consider and agree a recommendation to Full Council in respect of confidential staffing matters.