



WEST HANNINGFIELD PARISH COUNCIL

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MINUTES of the Parish Council's Personnel Committee Meeting 19th August 2026 at 11am

Meeting held at South Hanningfield Village Hall

Present:

Cllr K Jones (Chairman)
Cllr P Scanes (Substitute for Cllr Holman)
Cllr P Brand (Substitute for Cllr Galley)
Miss L White (Clerk)

Before the start of business, the Chairman requested all mobile phones be switched to silent and asked if anyone had any intention of recording the meeting. No one had the intention to record the meeting.

1. **Apologies for Absence**

All Members of the Personnel Committee were present.

2. **Declaration of Interests**

Members were 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. No interests were declared.

3. **Exclusion of the Press and Public**

It was resolved that item 6 would be discussed in closed session.

4. **Approval of Minutes**

It was resolved to approve the minutes of the Personnel Committee Meeting held on the May 2026 and they were signed by the Chairman.

5. **Public Forum**

No Members of Public were present.

6. **Staffing Matters**

Following consideration of the Clerk's probationary period, the Committee resolved to recommend to Full Council that the probationary period had not been successfully completed.

7.

There being no further business, the meeting closed at 11.31pm.