



STISTED PARISH COUNCIL

Chair: Councillor Alan Routledge
 Clerk: Ruth Jubb
clerk@stisted-pc.gov.uk
<https://stisted-pc.gov.uk/>

Stisted
 Braintree
 Essex

☎ 07877 817276

Councillors: You are hereby summoned to attend the **Personnel Committee Meeting** on **Friday 16th May 2025 at 10.30am** in the Montefiore, Stisted for the purpose of transacting the following business.

Ruth Jubb
 Clerk to the Council

Members of the press and public are welcome to attend

AGENDA

ITEM	LEAD	BUSINESS	OUTCOME
25-26 21.	Vice Chair of Council	ELECTION OF CHAIR (Vote to be taken) The Vice Chair of council to open the Meeting. Members to vote & elect a Chair for the committee. The newly elected Chair to sign the Declaration of Office and take the Chair's position immediately.	RESOLUTION
25-26 22.	Chair	APOLOGIES FOR ABSENCE Members are reminded that the LGA1972, s85, states that apologies for absence must be received prior to a meeting.	INFORMATION
25-26 23.	Chair	DECLARATION OF INTERESTS To declare any disclosable pecuniary, or non-pecuniary interests relating to items on the agenda and having taken appropriate advice (where necessary). Clerk as employee will have an interest	ACTION
25-26 24.	Chair	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST The maximum time allowed for the public to participate at this point in the meeting, as stated in the Stisted Parish Council Standing Orders, is 15 minutes in total with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate and adjourns the meeting Note – only Personnel matters are to be discussed in this committee	INFORMATION
25-26 25.	All	RESIGNATION OF CURRENT CLERK and RECRUITMENT OF REPLACEMENT	RESOLUTION
	25.1	• To agree any necessary change in role description, grade or working hours for the role moving forwards	RESOLUTION
	25.2	• To agree suitable wording for Job Advertisement including details of when and where to publish	RESOLUTION
	25.3	• To agree any specific requirements regarding qualifications or previous experience	RESOLUTION
	25.4	• To agree roles and process for receiving details of any applications and potential interview process	RESOLUTION
25-26 26.		Closed Section for Non-Public Business - Personnel details relating to current clerk hours of work In accordance with S1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that the public be excluded from the next section due to confidential nature.	
25-26 27.	All	CLOSE OF MEETING	