



**Notice is hereby given that the Personnel Committee will meet Thursday 31<sup>st</sup> July 2025 at 10:30am at the Council Office, The Leisure Centre, Bumbles Green, Nazeing and Members are summoned to attend.**

The Public and The Press are cordially invited to attend. Please ensure any letters relevant to the agenda are emailed to [council@nazeingparishcouncil.org](mailto:council@nazeingparishcouncil.org) by noon on the day before the meeting, so that the details can be circulated to Members in advance. Thank you. Note: This meeting may be recorded for the purposes of minute taking.

### **AGENDA**

**25/107 Welcome and Introductions:** By the Chairman.

**25/108 Apologies for absence:** To note any apologies received.

**25/109 Declarations of Interest:** To note and record any declarations made.

**25/110 Approval and signing of minutes:**

To approve the minutes of the Personnel Committee meeting held on 17<sup>th</sup> July 2025.

**25/111 Employment Contracts for New Roles:**

To discuss and agree the details to be included in the contracts for the new Clerk / RFO and Assistant Clerk and create a template to take to Council for approval.

**25/112 Time Sheet:**

To consider the revised template for adoption once new roles commence.

**25/113 Local Government Services Pay Review:**

To consider the implications of the agreed increase to all SCP rates, which are back-dated to 1<sup>st</sup> April 2025.

**25/114 Date of next Personnel Committee meeting.** TBA.

**25/115 To formally close the meeting:** By the Chairman.

**Signed** *Katie Fletcher* (Acting Parish Clerk)

**Date:** 25<sup>th</sup> July 2025

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