



NAZEING PARISH COUNCIL

Notice is hereby given that the Personnel Committee will meet Friday 24th April 2026 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 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

25/485 Welcome and Introductions: By the Chairman.

25/486 Apologies for absence: To note any apologies received.

25/487 Declarations of Interest: To note and record any declarations made.

25/488 Approval and signing of minutes:

To approve the minutes of the Personnel Committee meeting held on 20th January 2026.

25/489 Essex Pension Scheme:

To note changes to the Scheme (LGPC Bulletin 275 sent separately) and that the Parish Council and Clerks contribution rates have changed with effect from April 2026.

25/490 Assistant Clerks Training:

To review the progress and strategy of the Assistant Clerks training. Discuss next steps.

25/491 Review of Staffing Hours:

To reassess the current hours being worked and consider options for addressing workflow/workloads.

25/492 Clerks Mid-Year Appraisal:

To note the outcome of the Clerks appraisal and agree any actions for reporting to the Council.

25/493 Date of next Personnel Committee meeting: TBA.

25/494 To formally close the meeting: By the Chairman.

Signed *Katie Fletcher* (Parish Clerk)

Date: 17th April 2026

Tel: 01992 893012 **email:** council@nazeingparishcouncil.org