**NOTICE OF MEETING**

You are summoned to attend a meeting of the **PERSONNEL SUB-COMMITTEE** which will be held on Thursday 24th March at 11.30am in The Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted, Essex where the following business will be transacted:

**AGENDA**

1 To approve apologies for absence

2 To receive declarations of interest

3 To receive the minutes of the meeting held on 6TH October 2021

4 To consider the opening hours of the office  
5 To consider a proposal from the Clerk for fulfilling the role of Allotment Officer

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PART 2 – PRIVATE & CONFIDENTIAL – ANY MEMBERS OF THE PRESS AND PUBLIC WILL BE INSTRUCTED TO WITHDRAW

6 To receive staff appraisals – already circulated to members of the Sub-Committee

7 To consider pay awards for 2022-23 and make a recommendation to the F&GP Committee

8 To receive an update on the Handyman

Ruth Clifford 

Parish Clerk

17th March 2022

**The press and public are welcome to attend in person all meetings of the Parish Council and its committees. Any intention to record, film or take photographs during a meeting must be notified to the Clerk prior to the start of the meeting.**

**Zoom details for the meeting: ID: 846 7520 6507 PASSWORD: 837250**