



THAXTED PARISH COUNCIL

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You are hereby summoned to attend a meeting of the Personnel Committee of Thaxted Parish Council to be held on Friday, 25 September 2026 at [TIME TO BE CONFIRMED] at The Community Hall, Newbiggen Street, Thaxted, for the purpose of transacting the business set out below. Notice of this meeting has been given in accordance with Standing Order 15(b)(i) and Standing Order 3(d).

AGENDA

PERSONNEL COMMITTEE MEETING

Date: Friday, 25 September 2026

Time: 11.30am

Venue: The Community Hall, Newbiggen Street, Thaxted

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

The agenda may be in two parts. Most of the business will be dealt with in Part I, which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason, in accordance with Standing Order 3(f). The press and public will be asked to leave the meeting before Part II items are discussed.

Quorum: in accordance with Standing Order 4(d)(viii), no business may be transacted unless at least three members of the Committee are present.

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From:

Amanda Collins

Deputy Proper Officer & Deputy RFO

MEMBERS OF THE PERSONNEL COMMITTEE

Cllr Jenna Perkins (Chair)

Cllr Ian Adams (Vice-Chair)

Cllr Terry Frostick (Member)

Cllr Alex Young (Member)

Cllr Robert Silver (Member)

Cllr Victoria Knight (Member)

AGENDA ITEMS

PC/26/11 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence.

PC/26/12 DECLARATIONS OF INTEREST

To receive any declarations of interest relating to items on the agenda, and to consider any requests for dispensation.

Standing Order 13 — a member with a disclosable pecuniary or other registrable interest must withdraw from consideration of that item unless a dispensation has been granted.

PC/26/13 PUBLIC PARTICIPATION

To receive representations from members of the public present, in relation to items on the Part I agenda.

Standing Order 3(h)–(i) — the public participation session shall not exceed 10 minutes in total, and no individual speaker shall speak for more than 2 minutes, unless the Chair directs otherwise.

PC/26/14 MINUTES

To approve the minutes of the Personnel Committee Meeting held on 5th March 2026.

[PersonnelMinutes_5Mar2026 DRAFT.pdf](#)

Standing Order 12 — discussion is limited to the accuracy of the draft minutes; any correction is moved as a motion under Standing Order 10(a)(i).

PC/26/15 EXCLUSION OF PUBLIC AND PRESS (PART II)

To resolve:

That under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 3(f), the public and press be excluded from the meeting for the following items of business as they involve the likely disclosure of confidential information relating to staff matters.

PART II – CONFIDENTIAL ITEMS

PC/26/16 HR CONTRACT

To receive and approve HR contract.

Financial Regulation 11.7 — should this matter involve any termination payment, the Committee may only recommend; final authorisation of a termination payment rests with full Council, supported by a written business case.

PC/26/17 STAFFING MATTERS

- a) To receive and note the update from the Cllr Knight.
- b) To consider and approve Deputy Proper Officer's hours and remuneration.
- c) To consider and approve working hours for Custodian.

Financial Regulation 11.3 — no change may be made to an employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee. Standing Orders 11 and 19 apply to the confidentiality of staff records.

PC/26/18 DATE AND TIME OF NEXT MEETING

To note the date and time of the next Personnel Committee meeting.