



# THAXTED PARISH COUNCIL

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## AGENDA

### PERSONNEL COMMITTEE MEETING

**Date:** Thursday, 20th November 2025

**Time:** Following Finance Committee

**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. The press and public will be asked to leave the meeting before Part II items are discussed.

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From:

*Dena Oxley*

Parish Clerk & Proper Officer

14<sup>th</sup> November 2025

### MEMBERS OF THE PERSONNEL COMMITTEE

Cllr Victoria Knight (Chair)

Cllr Jenna Perkins (Vice Chair)

Cllr Terry Frostick (Member)

Cllr Alex Young (Member)

Cllr Robert Silver (Member)

Cllr Ray Williams (Member)

## **AGENDA ITEMS**

### **PC/25/1 APOLOGIES FOR ABSENCE**

To receive and approve any apologies for absence.

### **PC/25/2 DECLARATIONS OF INTEREST**

To receive any declarations of interest relating to items on the agenda.

### **PC/25/3 MINUTES**

To approve the minutes of the Personnel Committee Meeting held on 25th April 2025.

### **PC/25/4 EXCLUSION OF PUBLIC AND PRESS (PART II)**

*To resolve:*

*That under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, 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/25/5 STAFFING LEVELS**

Taken from the last minutes: The Clerk reports on the need to increase staffing levels to maintain the standards of service for the growing community needs. This will become more necessary as we open the Community Hall and devolution of services come from any changes within the County/District councils.

### **PC/25/6 STAFF APPRAISAL DOCUMENTS**

To receive and review staff appraisal documents.

### **PC/25/7 RE-EVALUATION OF JOB ROLES**

To consider the re-evaluation of job roles.

### **PC/25/8 CURRENT STAFF CONTRACTS**

To report on current staff contracts.

### **PC/25/9 DATE AND TIME OF NEXT MEETING**

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