



**Messing Cum Inworth Parish Council**  
**NOTICE OF PERSONNEL COMMITTEE MEETING**  
**Members are duly summoned to attend**  
**Tuesday 17 June 2025, Messing Village Hall, 7pm**



*mgardiner*

Clerk and Proper Officer, 12.06.25

**AGENDA**

- 1 07/25 ELECTION OF CHAIRMAN FOR 2025/26**
  - a) **RESOLVE** to elect chair of personnel committee
  
- 2 08/25 APOLOGIES**
  - b) **RECEIVE** apologies for absence
  - c) **NOTE** decisions to accept apologies for absence
  
- 3 09/25 DECLARATIONS OF INTEREST**
  - a) **RECEIVE** declarations of interest regarding the agenda
  
- 4 10/25 MINUTES - APPROVE** minutes (previously circulated) as a true record - *for signature by the chair*
  - a) minutes of the meeting of the personnel committee held on 18 March 2025
  
- 5 11/25 RESOLVE** pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 for the public and press to leave the meeting due to the confidential nature of business to be transacted
  
- 6 12/25 PERSONNEL MATTERS**
  - a) Update on CiLCA qualification
  - b) **RECEIVE** and **APPROVE** clerk annual leave request
  - c) **RECEIVE** and **APPROVE** Notification of Payroll and Expenses
  
- 7 13/25 NEXT MEETING** - to be confirmed  
Close of meeting