

Executive Officer: Suzanne Walker

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Dear Councillors,

You are hereby summoned to attend a meeting of the Personnel Committee of Chelmsford Garden Community Council that will be held on **Thursday 15<sup>th</sup> February 2024 at 6pm** at the Beaulieu Community Centre, 17 Centenary Way, Beaulieu Square, Chelmsford Essex for the purposes of transacting the following business  
Yours Faithfully,

SUZANNE WALKER

Suzanne Walker

Executive Officer of the Chelmsford Garden Community Council

Dated 9<sup>th</sup> February 2024

**Agenda of the Meeting of the Personnel Committee of Chelmsford Garden  
Community Council**

- 24/PC.24.01: Apologies**
- 24/PC.24/02: To approve the minutes of the Personnel meeting held on 23<sup>rd</sup> November 2023**
- 24/PC.24/03: Declarations of Interest**
- 24/PC.24/04: To pass a confidential resolution**  
In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, to agree that the public be excluded and instructed to withdraw for the following agenda items
- 24/PC.24/05: To review the interviews carried out in relation to the Community Engagement role and to agree to whom to offer the role**
- 24/PC.24.06: To agree the terms and conditions of the offer and of the contract of employment to be offered.**