

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 Tuesday 4th July 2023 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

Executive Officer of the Chelmsford Garden Community Council

Dated 28th June 2023

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

23/PC.01: To elect a Chairman of the Personnel Committee

23/PC.02: Apologies

23/PC.03: Declarations of Interest

23/PC.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

23/PC/05 To review the Executive Officer's probationary period and confirm the completion of that period.

23/PC/06 To review the hours for the Executive Officer and agree an extension of hours.

23/PC/07 To generally discuss and consider any other staffing