

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 **Wednesday 11th October 2023 at 5.30pm** 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 4th October 2023

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

23/PC.08: Apologies

**23/PC.09: To approve the minutes of the Personnel meeting held on
4th July 2023**

23/PC.10: Declarations of Interest

23/PC.11: 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/12 To note the Executive Officer's appraisal

23/PC/13 To consider future staffing needs