

Executive Officer: **Suzanne Walker**

Email: clerk@chelmsfordgardencommunitycouncil.gov.uk

Telephone 07495 473240

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 4th September 2024 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

Suzanne Walker

Executive Officer of the Chelmsford Garden Community Council

Dated 28th August 2024

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

- 24/PC.24.07: To elect a Chairman for the Personnel Committee**
- 24/PC.24.08: Apologies**
- 24/PC.24/09: To approve the minutes of the Personnel Committee meeting held on 15th February 2024**
- 24/PC.24/10: Declarations of Interest**
- 24/PC.24/11: 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
- 24/PC.24/12: To review and consider the Community Engagement Manager's Probationary period.**