

# LANGFORD & ULTING PARISH COUNCIL

Clerk to the Council – Theresa Trotzer Wilson  
13 Cross Road, Witham, Essex, CM8 2NA

Councillors are hereby summoned to attend the Personnel Committee meeting held in

**St. Giles Church, Langford, CM9 4SS**

**on Tuesday 16<sup>th</sup> June 2026 at 7.00pm**

Signed: *T T Wilson*  
11<sup>th</sup> June 2026

## AGENDA

### 26/C/01. CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Members are reminded that s85 of the Local Government Act 1972, states that apologies for absence must be received prior to the meeting.

### 26/C/02. MINUTES OF THE PREVIOUS MEETING

There are no previous minutes to approve.

### 26/C/03. DECLARATIONS OF INTEREST

To receive any 'personal' or 'personal and prejudicial' interests relating to items on the agenda. Councillors are reminded that, unless they have been granted a dispensation, if they have a disclosable pecuniary interest in any matter they may not participate in any discussion of or vote on the matter.

### 26/C/04. EXCLUSION OF PUBLIC AND PRESS

To resolve that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

### 26/C/05. CLERK'S APPRAISAL

- a. **To note and approve the appraisal report:** To formally accept the completed appraisal document and record of achievements for the 2025/2026 civic year.
- b. **To approve objectives for the upcoming year:** To agree and adopt the key performance targets and workload priorities set for the Clerk for the next 12 months.
- c. **To consider training and development needs:** To approve any identified professional development requirements (e.g., EALC/NALC training courses) and agree to fund the associated costs from the 2026/2027 training budget.
- d. **To review contractual hours and remuneration:** To consider any recommendations regarding the Clerk's contracted hours or national salary scale (LC scale) alignment as a result of the appraisal, and resolve any required budgetary adjustments.

### 26/C/06. DATE OF THE NEXT MEETING

To consider the date of the next Personnel Committee Meeting.

**Close Meeting**