

LANGFORD & ULTING PARISH COUNCIL

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

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 16TH JUNE 2026 AT 7:00PM AT ST.GILES CHURCH, LANGFORD.

Those Present:

Chair: Cllr. Allen
Vice Chair: Cllr. Magness
Councillors: Cllr. Clemo
Officers: Mrs. Theresa Trotzer Wilson
District Councillors: 0
Public present: 0

MINUTES

The Chairman opened the meeting at 7:00 PM. Due to an unexpected venue conflict rendering the advertised room unavailable, it was **RESOLVED** to immediately adjourn the meeting.

The meeting was adjourned to reconvene immediately following the conclusion of the Full Parish Council meeting at the Langford and Ulting Village Hall. A notice of adjournment was posted on the door of the Church for the public.

RECONVENED SESSION AT 20:21 IN LANGFORD VILLAGE HALL

Those Present:

Chair: Cllr. Allen
Vice Chair: Cllr. Magness
Councillors: Cllr. Clemo
Officers: Mrs. Theresa Trotzer Wilson
District Councillors: 0
Public present: 0

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

The Chair opened the meeting at 20:21 after the conclusion of the Parish Council meeting. There were no apologies for absence.

26/C/02. MINUTES OF THE PREVIOUS MEETING

There are no previous minutes to approve.

26/C/03. DECLARATIONS OF INTEREST

No interests declared.

26/C/04. EXCLUSION OF PUBLIC AND PRESS

It was **RESOLVED** 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. Appraisal Report: The Committee reviewed the completed appraisal document and

record of achievements for the Clerk covering the 2025/2026 civic year. It was **RESOLVED** to note, accept and approve the appraisal report as presented.

- b. Objectives for the Upcoming Year: The key performance targets and workload priorities set for the Clerk for the next 12 months were discussed. It was **RESOLVED** to agree and adopt the objectives as drafted and noted in the confidential appraisal report.
- c. Training and Development Needs: Professional development requirements were considered to support the Clerk's ongoing objectives. It was **RESOLVED** to approve a Planning and Clerks Refresher Course this year, with payments to be split across the Clerk's other Parish Council, should they be in agreement.
- d. Contractual Hours and Remuneration: The Committee reviewed the Clerk's contracted hours and alignment with the national LC salary scales as a result of the successful appraisal. It was **RESOLVED** that no changes be made to contractual hours or remuneration at this time.

26/C/06. DATE OF THE NEXT MEETING

The date of the next Personnel Committee Meeting will be June 2027.

Meeting Closed 20:55