**GREAT WAKERING PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that the next meeting of the Great Wakering Parish Council Finance/Personnel Committee will take place on Monday 13th January, 2020, in the Parish Council Offices, Little Wakering Hall Lane, Great Wakering, SS3 0HH, commencing at 3.30 pm. This meeting may in part be open to the press and members of the public.

**ALL MEMBERS of the FINANCE/PERSONNEL COMMITTEE ARE HEREBY SUMMONSED** to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

The remit of the Finance/Personnel Committee is “to deal with personnel issues in relation to the Parish Council employees and to oversee the financial affairs of the Parish Council”.

Signed: Date: 7th January 2020

Clerk to Great Wakering Parish Council

1. **The Chair to declare the Meeting open.**
2. **To elect a Chairman of the Committee.**
3. **To receive apologies for absence.**
4. **To receive declarations of interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**
5. **To agree as a correct record the minutes of the Finance/Personnel Committee Meeting of the 15th January 2019** *(minutes circulated previously).*
6. **The meeting will stand adjourned to permit Parishioners of Great Wakering to address the Council.**
7. **To discuss proposals in respect of the 2020/2021 budget and Precept and to agree the recommendation to be made to the Full Council.**
8. **To agree the updated grievance and disciplinary policy.**