



**Minutes of Witham St Hughs Parish Council, Extra-ordinary meeting held on Saturday 15<sup>th</sup> May 2021 at 9am.**

Present Cllrs Harrison – Chairman, Cllr Snape – Vice Chair, Cllr Bell, and Cllr Houghton

AGENDA ITEMS

1. Welcome and apologies.  
The Chairman welcomed everyone to the meeting.  
Apologies were received from Cllr Branagan, Hall and Linnell. It was **Resolved** to accept the request & reason for absence Proposed by Cllr Harrison, seconded by Cllr Snape - All Agreed by show of hands.
2. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND OUTLINED IN THE COUNCILS CODE OF CONDUCT – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interest and any written requests for dispensations.  
None.
3. To review the Terms of Reference for the Personnel Committee.  
After discussions it was **Resolved** to amend the Terms of Reference, to now state that 'all members of the Parish Council (Excluding the Chairman) will be appointed to the Committee'. All Agreed show of hands.
4. To appoint members to the Personnel Committee.  
Following agenda item 3, it was **Resolved** to appoint all Parish Councillors to the Personnel Committee; -  
Cllr Snape  
Cllr Branagan  
Cllr Hall  
Cllr Houghton  
Cllr Bell  
Cllr Linnell.  
All Agreed – show of hands.

Meeting Closed 9.15am

Signed ..... Date .....