

Notice of Meeting on the 24th March 2026
Elmstead Parish Council – Personnel Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

To: Members of the Elmstead Parish Council Personnel Committee

You are hereby summoned to attend a meeting of the Personnel to be held at the Community Centre, School Road, Elmstead on 24th March 2026 at 11.45am.

The press and members of the public are cordially invited to attend however items on this agenda are confidential and the public will be excluded from those items.

Agenda

- 26/001 Apologies of Absence.**
- 26/002 Declaration of Pecuniary Interests and Non Pecuniary Interests.**
- 26/003 To approve the Minutes of the meeting of 3rd June 2025.**
- 26/004 Exclusion of press and public for private and confidential matters.**
- 26/005 Staff Appraisal – Alan Dingwall**
 i) To review and update the handyman job specification description.
 ii) To consider handyman health and safety.
 iii) To consider requesting advice from Worknest.
 iv) To review Mr Dingwall's appraisal. To agree a recommendation to make to Council.
- 26/006 Staff Appraisal – Angela Baxter**
 To review Mrs Baxter's appraisal. To agree a recommendation to make to Council.
- 26/007 Matters raised by Councillors for the next agenda or for information only.**

Signed: A Baxter Clerk to the Council. Dated: Friday 20th March 2026