



# BOUGHTON-UNDER-BLEAN PARISH COUNCIL

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**NOTICE OF THE BOUGHTON UNDER BLEAN PARISH COUNCIL PERSONNEL COMMITTEE MEETING, to be held on Wednesday 01 November 2023 at 19:30 in the Library, Boughton under Blean Village Hall.** All members of the Personnel Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out in the agenda. Any item on the agenda may be heard in private when considered to be confidential.

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## **AGENDA**

- 1. APOLOGIES** *(1 minute)*
- 2. DECLARATION OF INTERESTS** *(1 minute)*
- 3. APPRAISAL** *(5 minutes)*  
Receive and approve a report on the Clerk's appraisal
- 4. JOB DESCRIPTION** *(15 minutes)*  
Review and approve Clerk's job description
- 5. FINANCE** *(15 minutes)*  
Consider budget items to be proposed to full council

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24<sup>th</sup> October 2023

*S. Muteham* Clerk to the Council