

19th February 2025

Councillors

You are hereby summoned to attend the Human Resources Committee Meeting of the Parish Council to be held at Braywood Memorial Hall, Fifield Road, Fifield on Tuesday 25th February 2025 at 5:00pm for the purpose of transacting the business itemised below.

Cllr. J. Glover (Chairman), Cllr. K. Elvin, Cllr. D. Wilson, Cllr. M. Pierce



Members of the Public: In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

AGENDA

 = Resolution to be made

Esther Cope,

Ms. Esther Cope, Clerk to the Council

- HR 055 Chairman's request
That all mobile devices are switched to silent for the duration of the meeting
- HR 056 To note apologies for absence
- HR 057 To note any declarations of interest
- HR 058 To note anyone intending to record the meeting
- HR 059 **Public Forum**
The Chairman to allow maximum of 15 Minutes for the Public to address the Council (3 mins per person).
- HR 060 **Terms of Reference**
To review and approve the draft updated document. 
- HR 061 **Health and Safety**
Locum Assistant Clerk to report.
- HR 062 **Councillor Training** 
Locum Assistant Clerk to report.

Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the public 🖐️

The Chairman will move that under Section 1(2) of the Public Bodies (Admission to Meetings) Act, the public shall be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted. Members to resolve by a vote.

HR 063 Parish Clerks Report (appendix A)

HR 064 Parish Clerk & Deputy Clerk 🖐️

HR 065 Review of office staff resources - Locum Assistant Clerk to recommend a course of Action

HR 066 **Monitoring Officer report** 🖐️
Actions to be agreed.

HR 067 **LGRC Support** 🖐️
Actions to be agreed.

HR 068 Members to discuss a procedure for contact in an emergency situation