

2nd May 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 Friday 9th May 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.

Esther Cope

Ms. Esther Cope, Clerk to the Council

Members of the Public: In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of 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.

A G E N D A

 = Resolution to be made £ = Expenditure Approval

HR 001/2025 Chairman's request

That all mobile devices are switched to silent for the duration of the meeting

A reminder to all in attendance of the fire safety regulations for the venue of the meeting

HR 002/2025 Apologies for absence, declarations of Interest and Dispensations

To receive apologies for absence

All Members are to be reminded that they must disclose any disclosable pecuniary interests, registerable interests and any non-registerable interests they have in items of business on the meeting's agenda either at this point or during the agenda item. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting

The Clerk to request Councillors to review and update their declaration of interests' form

HR 003/2025 Admission of the Public

In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members to resolve whether to exclude members of the public from all or part of the meeting

HR 004/2025 To approve the minutes of the meeting held on Thursday 6th March 2025

HR 005/2025 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

HR 006/2025 Confidential Session

HR 007/2025 To approved Clerk's request to carry forward 5 days annual leave to 2025/26 🖐️

HR 008/2025 To approve the Clerk's request for the Deputy Clerk to carry forward 5 days annual leave to 2025/26 🖐️

HR 009/2025 To receive a report from the Locum Clerk

HR 010/2025 Clerk's Report

HR 011/2025 London Weighting/Outer fringe allowance 🖐️ £

011.001 To consider the recommendation of the internal auditor to pay the current annual rate of £706.00

HR 012/2025 Salaries 🖐️ £

012.001 To consider the recommendation of the Locum Clerk, Louise Steele to re-align salaries with NJC Scales

HR 013/2025 Clerks' Assistant Vacant Position 🖐️ £

To consider applications and approve candidates for interview

HR 014/2025 Staffing Matters 🖐️ £

HR 015/2025 Date of next meeting

TBC

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