

23<sup>rd</sup> 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 30<sup>th</sup> May 2025 at 5:30pm for the purpose of transacting the business itemised below.

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

*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.

## AGENDA

 = Resolution to be made £ = Expenditure Approval

### HR 016/2025 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 017/2025 Election of the HR Committee Chairman for the forthcoming year

### HR 018/2025 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 019/2025 To approve Part I of the minutes of the meeting held on Friday 9th May 2025

### HR 020/2025 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 021/2025 Confidential Session

HR 022/2025 To approve Part II of the minutes of the meeting held on Friday 9<sup>th</sup> May 2025

HR 023/2025 Councillor Behaviour

HR 024/2025 To approve suitable training for the HR Committee

HR 025/2025 To receive a review of staffing from LGRC

HR 026/2025 Clerks' Assistant Vacant Position

To receive an update from the Locum Clerk

HR 027/2025 Deputy Clerk

HR 028/2025 Staffing review following the resignation of the Clerk

HR 029/2025 Date of the next meeting, TBC.