

15 July 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 22 July 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.

Tracy Predeth

Mrs Tracy Predeth, MPA, Locum 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

HR 030/2025 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 031/2025 Apologies for absence,

To receive and approve apologies for absence.

HR 032/2025 Declarations of Interest and Dispensations

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

HR 033/2025 Approval of Minutes

To approve the minutes of the meeting held on 30 May 2025

HR 034/2025 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 035/2025 Confidential Session

HR 036/2025 Clerks/RFO Vacant Position

To receive an update from the Chair

HR 037/2025 Locum Clerks Update Report

To receive a staffing update from the Locum Clerk

HR 038/205 Deputy Clerk

To consider and agree to an extension of the fixed term contract of the Deputy Clerk which is due to expire on the 30 September 2025.

HR 038/2025 Date of the next meeting