



Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Friday 4th October 2024 at 10:30 at Coubro Chambers, 11 West End, Holbeach

| | In attendance | Apologies given | Non Attendance |
|-------------------------------------|---|-----------------|----------------|
| Holbeach Parish Council, | Cllrs: R Flood T Wiltshire & P Howden Clerk: Jan Hearsey | | |
| Public including Councillors | | | |

Chair Cllr R Flood opened the meeting at 10:52

HR- 2024/5-027 Apologies for absence

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

None

HR- 2024/5-028 Declarations of interest.

- a) To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items.

None

HR-2024/5-029 Minutes

- a) To resolve to approve as a correct record the notes of the meetings of the Committee held on 17th September 2024 and to authorise the Chair to sign the official minutes. – deferred as notes minutes available

It was resolved to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted

Open meeting closed at 10:53

Closed meeting opened at 10:53

HR-2024/5-030 Staffing matters



- a) It was **resolved** to agree the break times for a member of staff as an unpaid break of 30 minutes between 10:30 & 11:00 and if taken make up the time at the end of the day.
- b) It was **resolved** to agree the way forward with a complaint received as this is a complaint against the Council and will be dealt with by the Council's Complaint Policy. Clerk to write to the claimant to clarify details.

HR-2024/5-031 Policies

- a) It was **resolved** to agree to defer the Prevent Sexual Harassment Policy and it discussed and **resolved** to agree the Council's duty as to follow advice and meet with all staff.

Meeting closed at 11:54

Signed Chair.....Date.....