

Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Wednesday 4th December 2024 at 12:00 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 12:01

HR- 2024/5-038 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- 2024/5-039 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-2024/5-040 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 28th October 2024 and to authorise the Chair to sign the official minutes.

I 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 12:04
Closed meeting opened at 12:04*

HR-2024/5-041 Staffing matters

- a) It was resolved to agree new contracts as recommended by the HR advisor for the Clerk/RFO
- b) It was **resolved** to agree the way forward with a staffing matter as to send the letter drafted by the HR advisor

- c) It was **resolved** to agree the way forward with extra hours worked for the OS team as time and a half, let employees choose between TOIL or overtime.
- d) it was discussed and **resolved** to agree the way forward with a temporary contract as to extend
- e) It was **resolved** to agree the way forward with time off for a one-off day as to give the day as paid leave, anyone working, to take a day off in lieu
- f) It was **resolved** to agree the way forward with an ongoing staff issue as to ask for the correct documentation

HR-2024/5-042 Budgets

- a) It was **resolved** to agree the budgets for 2025/26

Meeting closed at 13:23

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

Draft until agreed