

Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Tuesday 28th January 2025 at 12:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr P Howden
Councillors : Cllr S Ball, Cllr T Wiltshire
Officers : Mrs J Hearsey - Clerk/RFO

* Attended remotely

7 Meeting opened at
12:01

HR24/5-047 To Elect a Chair of the Committee

1. To elect a Chair of the Committee - Cllr P Howden was proposed, seconded and elected as Chair of the Committee

HR24/5-048 Apologies for Absence

1. To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting. - None

HR24/5-049 Declarations of Interest

1. 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

HR24/5-050 Minutes

1. It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 4th December 2024 and to authorise the Chair to sign the official minutes.

Closed Session

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
12:08

Closed meeting opened at
12:08

**HR24/5- Staffing Matters
051**

1. It was resolved to agree the way forward with an ongoing staff issue as to follow the advice of the HR advisor and for the Clerk to instruct Lincolnshire Occupational Health LLP
2. To discuss and resolve to agree the way forward with a staffing issue - It was proposed seconded and **agreed** to defer this agenda item to the next meeting
3. It was **resolved** to agree the way forward with a staff member as to offer the Admin Assistant a three month rolling contract from 5th March 2025 (It was proposed seconded and **agreed** to change the order of the agenda and this item was put before number 2

Meeting closed at
13:59

Signed Chair

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Date

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Council 28/01/25 Chair's initials.....