

  
**Holbeach**  
PARISH COUNCIL  
**Coubro Chambers 11**  
**West End**  
**HOLBEACH**  
**Spalding Lincs.**  
**PE12 7LW**  
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Dear Councillor,

I summon you to a meeting of the HR Committee to be held on Teams on Monday 26<sup>th</sup> of April at 18:00.

Yours sincerely



Sophie Hutchinson, Chair of the HR Committee

## **A G E N D A**

- 1. Apologies**
- 2. To agree to exclude the press public and members of the council outside the HR committee under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted.**
- 3. To agree minutes of the previous meeting**
- 4. Update on HR matters discussed at April's full council meeting**
- 5. To agree changes to draft Employee handbook for recommendation to Full Council**
- 6. To agree approximate dates for staff appraisals**
- 7. To receive an update on any planned training**