

Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Friday 10th July 2026 at 12:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr P Howden
Councillors : Cllr P Foyster, Cllr A Haslett
Officers : Mrs J Hearsey - Clerk/RFO

* Attended remotely

Meeting opened at

Chair Cllr P Howden opened the meeting at 12:00

HR26/7-08 Apologies

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

HR26/7-09 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

HR26/7-10 Minutes

The notes of the Committee meeting held on the 26th May were **approved** as a correct record and the Chair was authorised to sign the official minutes.

HR26/7-11 Terms of Reference

1. The committee's terms of reference were reviewed and it was **resolved** to agree to recommend to full Council the committee's terms of reference following consultation with the Council's HR Advisors as to remain as they are with no changes.

**HR26/7-
12 Policies**

1. The policies as prepared by the Grounds keeper supervisor were reviewed and it was **resolved** to agree.
2. It was reviewed and **resolved** to agree to recommend to Full Council the H & S Handbook
3. It was reviewed and **resolved** to agree to recommend to Full Council the H & S Policy

**HR26/7-
13 HR Training**

1. It was **resolved** to agree for admin training in the form of iLCA at a cost of £140 plus VAT

**HR26/7-
14 Health & Safety**

1. It was discussed and **resolved** to agree the way forward following the H & S audit and recommend to full Council that the Clerk has full access to the portal and that flagged items are worked through

**HR26/7-
15 Exclusion of the Press and Public**

It was **resolved** to move into closed session and exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters.

Open Meeting Closed at
12:22

Closed meeting opened at
12:22

**HR26/7-
16 Staffing Matters**

It was proposed, seconded and **agreed** to re-order the agenda and put no: 3 first.

1. It was reviewed and **resolved** to agree the way forward with an employee job evaluation as to contact the Council's HR advisor with a copy of the employees job description
2. It was reviewed a staff member's request for flexible hours and **resolved** to agree the way forward as to meet with the employee
3. It was discussed and **resolved** to agree the way forward with a member of staff as to follow the HR advisors advice and organise an OH appointment.
4. To receive a report from the clerk. - The Clerk wishes to take the 17th July as TOIL instead of annual leave. Monitor staff absences.
5. It was **resolve** to agree to advertise for a staff position of permanent Deputy Clerk, 3 days per week with flexible working after 6 months, must have financial background as well as admin experience. PayScale 18 - The Clerk left the meeting.
6. It was discussed and **resolved** to agree a communication received from a Councillor regarding a staff member as to seek HR and legal advice.

Meeting closed at
12:46

Signed Chair

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Date

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Council 10/07/26 Chair's initials.....