



Dear Councillor,

I summon you to a Meeting of the HR committee to be held at Coubro Chambers on 21st January 2021 at 15:00 There will be no Open Forum preceding this meeting.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

Yours sincerely,



Jan Hearsey, Clerk

A G E N D A

HR-2021/2-80 Apologies for absence and reasons given.

HR-2021/2-81 Declarations of interest. 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.

HR-2021/2-82 Minutes of previous Meeting – To agree the notes of the meeting of 12th January 2022 as minutes.

To resolve 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 for agenda items: 2021/2-83: 2021/2-84: 2021/2-85: 2021/2-86: 2021/2-87

HR-2021/2-83 To resolve to recommend to Full Council changes to the Clerks contracted hours.

HR-2021/2-84 To resolve to agree the job description and contract for a new admin position, and to form a recruitment subcommittee with delegated powers to shortlist, interview and to employ staff.

HR-2021/2-85 Update on the groundskeeper position and to resolve to form a recruitment subcommittee with delegated powers to shortlist, interview and to employ staff.

HR-2021/2-86 To resolve to agree a way forward regarding staff holiday.



Clerk/RFO: Jan Hearsey
Deputy Clerk: Brandi Rogan

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HR-2021/2-87 To discuss a staffing matter.

HR-2021/2-88 Agenda item requests.

HR-2021/2-89 Confirm date and venue of next Meeting.

a) To agree a venue and date.