

# The HR Committee



## **NOTICE OF MEETING:**

The next **HR Committee Meeting** will be held on  
**Tuesday 4<sup>th</sup> May 2021 at 8:15pm** via Zoom.

---

Membership: To be agreed at the Annual Council Meeting directly before this meeting

---

To all Members of Milborne Port Parish Council HR Committee, you are hereby summoned to attend the above meeting, to resolve on the business as outlined below:

Signed:

A handwritten signature in black ink, appearing to read "Simon Pritchard", written over a horizontal line.

Mr Simon Pritchard

Parish Clerk & Responsible Finance Officer - Milborne Port Parish Council

Zoom: <https://zoom.us/> Meeting ID: 869 7556 4514 Passcode: 836315

## **Public Question and Comment Time:**

*Before the start of the formal meeting the Public are given the opportunity to ask questions or pass comment. Once the formal meeting has started the Public are reminded that they have no right to speak.*

## **Agenda:**

---

### **1) Appointment of Chairman 2021/21**

To elect a Chairman of the HR Committee for the municipal year 2021/22

### **2) Apologies for Absence:**

To receive any apologies for absence.

### **3) Declarations of Interests:**

Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and the Councils Code of Conduct.

**Milborne Port Parish Council - HR Committee - 4<sup>th</sup> May 2021**

**Website:** [www.milborneportpc.org.uk](http://www.milborneportpc.org.uk)

**Email:** [clerk@milborneportpc.org.uk](mailto:clerk@milborneportpc.org.uk)

**Parish Clerk:** Simon Pritchard

**Tel:** 01963 251268

**4) Adoption of Minutes:**

To adopt the minutes of the last HR Committee meeting:

- **2<sup>nd</sup> March 2021**

**5) HR Committee Budget Update and Assessment of Risks:**

To receive the latest budget spending to date for the Committee's budget lines and to receive a verbal report from the Clerk as to any possible future unbudgeted liability that would have a significant impact on the Council's finances.

**6) Working from Home Allowance:**

The March HR Committee recommended paying the allowance until the end of the financial year. The last payment was to the end of November 2020. Members to resolve on payment.

**7) Cemetery Payments:**

To review the time allowed for managing Interments in the Cemetery. The Clerk is requesting an increase from 1 hour to 3 hours.

**8) Confidential Session:**

Members to pass a resolution to require the press and public to leave the meeting as agenda item 8 relates to staffing matters.

**9) Employment Matters:**

**A. Report from the Chairman:**

To receive verbal reports from the Chairman and resolve on the same.

**B. Report from the Clerk:**

To receive verbal reports from the Clerk and resolve on the same.