

The HR Committee



NOTICE OF MEETING:

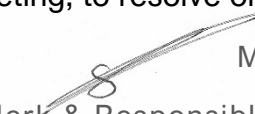
The next **HR Committee Meeting** will be held on
Wednesday 11th May 2022 at 9:30am
In the Council Chamber, The Town Hall, Milborne Port.

Chairman: TBC

Membership: To be appointed at the Annual Council Meeting on May 10th 2022

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:


Mr Simon Pritchard PSLCC
Parish Clerk & Responsible Finance Officer

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) **Apologies for Absence:**

To receive any apologies for absence.

2) **Election of HR Committee Chairman:**

To appoint a committee chairman for the municipal year.

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 – Wednesday 11th May 2022

Website: www.milborneportpc.org.uk

Email: 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:

- **2nd March 2022**

5) Committee Terms of Reference:

To review and adopt the committees' terms of reference.

6) Committee Meeting Dates, Times and Place:

To resolved on the committee meeting dates, times and place. Currently:

- **Dates:** every other month on the Wednesday after Full Council
- **Place:** The Council Chamber, The Town Hall.
- **Time:** 10:00am

7) Confidential Session:

Members to pass a resolution to require the press and public to leave the meeting as agenda items 8 & 9 relate to confidential staffing matters.

8) 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.

9) Employment Matters:

A. Report from the Chairman:

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

B. Report from the Proper Officer:

To receive verbal reports from the Proper Officer and resolve on the same.

NB: Due to the confidential nature of the items to be determined under agenda item six, they are not listed on the public agenda.