

---

# The HR Committee



## NOTICE OF MEETING:

The next **HR Committee Meeting** will be held on  
**Tuesday 30<sup>th</sup> April 2024 at 10:00am**  
In The Council Chamber, The Town Hall, Milborne Port.

**Chairman:** Cllr T. Carty

**Membership:** Councillors; T. Watts, R. Lockey, C. Phillips, M. Capon.

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:

### **25) Apologies for Absence:**

To receive any apologies for absence.

### **26) 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 Council's Code of Conduct.

### **27) Adoption of Minutes:**

To adopt the minutes of the last HR Committee meeting held on:

**Tuesday 6<sup>th</sup> February 2024**

**28) Confidential Session:**

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

**29) Facilities Officer Update:**

To receive a verbal report from the Parish Clerk as to how the new Facilities Officer is settling into their new role as Village Hall Manager. To resolve on any adjustments required.

**30) 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 Parish Clerk as to any possible future unbudgeted liability that would have a significant impact on the Council's finances.

**31) Confidential Employment Matters:**

**A. Report from the Chairman:**

To receive any confidential reports from the Chairman and resolve on the same.

**B. Report from the Proper Officer:**

To receive any confidential reports from the Proper Officer and resolve on the same. Including but not limited to:

- To authorize overtime claim for Feb & Mar 24 (9h)
- To receive and approve the outcome of annual staffing appraisals.