



Festival of Britain Village 1951
Motto: "Independence and Self Help"

Trowell Parish Council

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To Members of the HR Committee of Trowell Parish Council

Dear Councillors,

You are respectfully summoned to the meeting of Trowell Parish Council HR Committee to be held on **Tuesday 27th June 2023, commencing at 6.30pm at Trowell Parish Hall in meeting room 3.**

Dated: Tuesday 13th June 2023.

Signed:

Jane Murden

Jane Murden– Parish Clerk and RFO.

AGENDA:

01/23. Election of Chairman of the Committee.

Councillors to **vote** on the appointment of a chairman of the committee for the year to May 2024.

02/23. Election of Vice Chairman of the Committee.

Councillors to **vote** on the appointment of the vice chairman of the committee for the year to

May 2024.

03/23. Apologies for Absence.

The Clerk is to receive notification no later than 3pm on the day of the meeting.

- a) Councillors to **note** any apologies for absence.
- b) Councillors to **vote** on acceptance of any apologies for absence.

04/23. Declarations of Members' interests.

Cllrs to declare interests in subsequent agenda items as follows:

- a) Pecuniary Interests.
- b) Other registerable interests.
- c) Non-registerable interests.

05/23. Minutes:

Councillors to review and **approve** the minutes as a true record of business conducted at the meeting held on 4th April 2023. Draft minutes are available in the members packs and on the website.

06/23. Review of HR Committee Terms of Reference.

Councillors to **review** the terms of reference and take back to full Council to be **approved**.

07/23. Exclusion of the Press and Public.

Councillors to **vote** that in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 Section 1 (2) due to the confidential nature of the business to be transacted for press and public to be excluded.

08/23. Staffing Matters.

- a) Councillors to review the requirements of Caretaking Staff and hours.

09/23. Date of Next Meeting.

Councillors to consider when next meeting will be held.