

HR Committee Meeting on 25th August 2026 at 7.00pm at the Parish Council Office at 6a Back Street.

To: Councillors: Graham Lee, Norton Mahy, Chris Button, Ian Duffy and Joan Yates

The members of the Parish Council's HR Committee are summoned to attend to consider the items of business below:

All meetings of the HR committee will exclude press and public, under (Public Bodies Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted. All staffing matters will be confidential to members of the HR Committee or any Appeals Panel, if appropriate. Minutes of the HR Committee will be presented to the Full Council for information.

Agenda

Ashwell Parish Council, HR Committee Meeting

- 1 **Apologies for absence.** To receive and accept apologies for absence.
- 2 **Interests.** a) To receive declarations of interest from councillors on items on the agenda, b) To receive written requests for dispensations for declarable interests, and c) To grant any requests for dispensation as appropriate. Where any declaration of interest involves the chair, the meeting to agree an alternative individual to take the chair for that item(s).
- 3 **Minutes.** To approve the [draft minutes](#) of the HR Committee meeting on 20th May 2026 as an accurate record of proceedings, and to agree the procedures for the taking and issuing of minutes for this meeting.
- 4 **Staff.** To consider staff change of jobs roles for Clerk and Deputy Clerk following the Deputy Clerk attaining her CILCA qualification.