**HOLTON-LE-CLAY PARISH COUNCIL Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire DN36 5DL Emma Portas - Clerk to the Council Telephone and Fax 01472 234566** Email: [HLC.PC@outlook.com](mailto:HLC.PC@outlook.com) Website: <http://parishes.lincolnshire.gov.uk/holtonleclay>

Dear Councillor

You are hereby summoned to attend the HR Committee Meeting of Holton-le-Clay Parish Council, which will be held on Wednesday 3rd July 2024 commencing at 10am at the Village Hall, Pinfold Lane, Holton-le-Clay.

Signed Emma Portas Clerk to the Parish Council. 24th June 2024

**AGENDA**

**1. TO ELECT A CHAIRMAN OF THE HR COMMITTEE:**

**2. TO RECEIVE APOLOGIES FOR ABSENCE:**

**3. TO RECEIVE DECLARATIONS OF INTEREST:**

**4. TO APPROVE THE MINUTES OF THE HR COMMITTEE MEETING HELD ON 16th OCTOBER 2023 AS A TRUE RECORD:**

**5. TO ADOPT TERMS OF REFERENCE FOR THE HR COMMITTEE FOR THE YEAR 2024/25**

**6. TO CONSIDER MINOR AMENDMENTS TO THE MAINTENANCE OPERATIVE JOB DESCRIPTION BEFORE PRESENTING TO FULL COUNCIL:**

**6. DATE AND TIME OF NEXT MEETING:**