

**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**  
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Dear Councillor

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

Signed Emma Portas Clerk to the Parish Council. 24<sup>th</sup> 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 16<sup>th</sup> 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:**