

MINUTES OF THE HOLTON LE CLAY PARISH COUNCIL HR COMMITTEE MEETING HELD ON WEDNESDAY 3rd JULY 2024 AT 10am AT VILLAGE HALL, PINFOLD LANE, HOLTON LE CLAY, DN36 5DL

**PRESENT: COUNCILLOR HELEN REYNOLDS
COUNCILLOR ANNE WHEELER
COUNCILLOR PATRICK WARRENER**

IN ATTENDANCE: EMMA PORTAS, CLERK TO THE PARISH COUNCIL AND RFO

1. TO ELECT A CHAIRMAN OF THE HR COMMITTEE:

Councillor Anne Wheeler was duly elected as Chair of the HR Committee.

2. TO RECEIVE APOLOGIES FOR ABSENCE:

No apologies – full committee present.

3. TO RECEIVE DECLARATIONS OF INTEREST:

None received.

4. TO APPROVE THE MINUTES OF THE HR COMMITTEE MEETING HELD ON 16th OCTOBER 2024 AS A TRUE RECORD:

The minutes of the HR Committee meeting held on 16th October 2024 were approved as a true record.

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

The Terms of Reference were adopted.

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

The job description was approved with suggested amendments.

7. DATE AND TIME OF NEXT MEETING:

To be decided.