**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.