

**Selflessness, Integrity, Objectivity, Accountability, Openness,
Honesty, Leadership**

HOLTON-LE-CLAY PARISH COUNCIL
Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire
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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 8th July 2026 at 10.30am, at the Village Hall, Pinfold Lane, Holton-le-Clay.

Signed Emma Portas Clerk to the Parish Council. 26th June 2026

AGENDA

- 1 TO ELECT A CHAIR FOR THE HR COMMITTEE FOR 2026/27:**
- 2 CHAIRMANS WELCOME:**
- 3 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:**
- 4 TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011:**
- 5 TO APPROVE AND ADOPT THE TERMS OF REFERENCE FOR THE HR COMMITTEE:**
- 6 TO REVIEW THE JOB DESCRIPTIONS OF THE CLERK/RFO AND MAINTENANCE OPERATIVE:**
- 7 TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE SENSITIVE NATURE OF THE BUSINESS TO BE DISCUSSED:**

8 STAFFING MATTERS: