

**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**

E mail: [HLC.PC@btconnect.com](mailto:HLC.PC@btconnect.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 Friday 4<sup>th</sup> August 2023 commencing at 9.30am at the Village Hall, Pinfold Lane, Holton-le-Clay.

Signed Emma Portas Clerk to the Parish Council. 21<sup>st</sup> July 2023

**AGENDA**

- 7. CHAIRMANS WELCOME:**
- 8. TO RECEIVE APOLOGIES FOR ABSENCE:**
- 9. TO RECEIVE DECLARATIONS OF INTEREST:**
- 10. TO APPROVE THE MINUTES OF THE HR COMMITTEE MEETING HELD ON 14<sup>TH</sup> JULY 2023 AS A TRUE RECORD:**
- 11. PROPOSED BY COUNCILLOR WHEELER TO MAKE A RECOMMENDATION TO FULL COUNCIL THAT A STANDARD LETTER IS SENT TO ALL OUTGOING COUNCILLORS TO DELETE/DESTROY/RETURN ALL DOCUMENTS RELATING TO THE PARISH COUNCIL AND ITS EMPLOYEES AS SOON AS POSSIBLE. TO RETAIN ANY SUCH INFORMATION WOULD BE CONSIDERED A BREACH OF DATA PROTECTION:**
- 12. DATE AND TIME OF NEXT MEETING:**