**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 4th August 2023 commencing at 9.30am at the Village Hall, Pinfold Lane, Holton-le-Clay.

Signed Emma Portas Clerk to the Parish Council. 21st 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 14TH 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:**