Stonesfield Parish Council

Councillors are hereby summoned to attend the HR Committee meeting on the 26th August 2025 at 7.00 pm to be held at Stonesfield Village Hall.

Recording of meetings: The law allows the public proceedings of Council committee meetings to be recorded, which include filming as well as audio-recording. The Clerk audio-records the meeting for accurate minute-taking. Photography is also permitted as is live or subsequent broadcast. Live commentary is not permitted. As a matter of courtesy, if you intend to record any part of the proceedings, please let the Clerk know prior to the date of the meeting.

Kay Linnington

Miss Kay Linnington
Parish Clerk

6th August 2025

AGENDA

1. **Election of Chair for the Committee:** To elect the Chair of the HR Committee for the current municipal year.

2. **Apologies of absence:** To receive and accept apologies for absence.

3. **Declarations of interest:** To receive and note. Members are asked to declare any personal interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

4. **Approval of draft minutes** from the last committee meeting. There are no draft minutes as this is the first meeting of the HR committee.

5. **CONFIDENTIAL SESSION:** To resolve that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items due to the confidential nature of the business to be transacted.
    a. **Clerk's 6-Month Appraisal**
        i. To receive and discuss the Clerk's appraisal summary.
        ii. To confirm the end of the Clerk's probationary period.
        iii. To approve any pay increase as outlined in the Clerk's contract.
    b. **Proposal to combine Clerk and RFO Roles**
        i. To consider the Clerk's proposal to formally take on the RFO responsibilities.
        ii. To discuss increasing the Clerk's hours accordingly.
    c. **Recommendations to Full Council**
        i. To agree any formal recommendations arising from the above discussions to be presented at the next Full Council meeting.

6. **Next Meeting**: To be arranged as and when required.