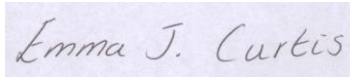


MILBORNE PORT PARISH COUNCIL

To: All members of the HR Committee

You are reminded that all members of the HR Committee are summoned to the HR Committee meeting to be held on **Tuesday 21st February 2017** at approx. 7.30pm following the Finance Committee meeting at the Town Hall.



Emma Curtis
Clerk to Milborne Port Parish Council

AGENDA

Public Question Time

1. Election of Chairman for the remainder of the year 2016 – 2017
2. Apologies for Absence
3. Declarations of Interest
4. Exclusion of Public and Press (Public Bodies Admission to Meetings Act 1960) to exclude the public and press for the remainder of agenda items due to their confidential nature (HR Matters)
5. Review of Clerks contract
6. Consider new leave procedure
7. Confirm date for Clerk's appraisal and appraisal team
8. Election of HR representative for point of contact for the Clerk
9. Distribution of Clerk's timesheet
10. Confirm frequency of HR Committee Meetings
11. Confirm the date of the next HR Committee Meeting

If any person who wishes to attend the meeting has mobility issues, please let the Clerk know prior to the meeting and we will endeavour to relocate to a more suitable meeting space.

Emma Curtis, Parish Clerk: Tel: 01963 251268 Email: clerk@milborneportpc.org.uk