

The HR Committee



NOTICE OF MEETING:

The next **HR Committee Meeting** will be held on
Wednesday 25th February 2026 at 10:00am
In The Council Chamber, The Town Hall, Milborne Port.

Chairperson: Cllr T. Carty

Membership: Councillors; P. Scrivener, R. Lockey, C. Phillips, M. Capon.

To all Members of Milborne Port Parish Council HR Committee, you are hereby summoned to attend the above meeting, to resolve on the business as outlined below:

Signed:

A handwritten signature in black ink, appearing to read "S Pritchard", is written over a horizontal line.

Mr Simon Pritchard PSLCC

Parish Clerk & Responsible Finance Officer

Public Question and Comment Time:

Before the start of the formal meeting the Public are given the opportunity to ask questions or pass comment. Once the formal meeting has started the Public are reminded that they have no right to speak.

Agenda:

15) Election of HR Committee Vice-chair:

To elect a vice-chair of the committee to serve until May 2026

16) Apologies for Absence:

To receive any apologies for absence.

17) Declarations of Interests:

Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and the Council's Code of Conduct.

18) Adoption of Minutes:

To adopt the minutes and confidential notes of the last HR Committee meeting held on:

- **Wednesday 26th November 2025**

19) Confidential Session:

Members to pass a resolution to require the press and public to leave the meeting as the rest of the agenda items relate to confidential staffing matters.

20) HR Committee Budget Update and Assessment of Risks:

To receive the latest budget spending to date for the committee's budget lines and to receive a verbal report from the Parish Clerk as to any possible future unbudgeted liability that would have a significant impact on the Council's finances.

21) Confidential Employment Matters:

A. Report from the Chairperson:

To receive any confidential reports from the Chair / Vice-chair and resolve on the same.

B. Report from the Parish Clerk:

To receive any confidential reports from the Parish Clerk and resolve on the same.
Including but not limited to: Staffing updates