

BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

Dear Councillor

I hereby give you notice that a meeting of the HR Committee of the Parish Council will be held at

THE LIMES, High Street on **TUESDAY 10th March 2020** at **7.30 pm.**

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. Due to the nature of the meeting to be discussed it will be held "in camera".

Dated this 28th February 2020

Valerie Tookey
Clerk of the Parish Council

At the beginning of the meeting candidates who are interested in the casual vacancy will be present.

1	Apologies for absence	
2	Declaration of Interests	All
3	To consider Terms of Reference for the HR Committee for recommendation to Full Council	
4	Clerk 4.1 To agree with Clerk her contract and job description. 4.2 To agree a date and sub-group for review after probationary period.	
5	RFO 5.1 To agree with the RFO her contract and job description 5.2 To agree a date and sub-group for review after probationary period.	
6	Casual Vacancy Discuss candidates for the casual vacancy with a view to making a recommendation to Full Council.	