

WROCKWARDINE PARISH COUNCIL

Admaston House, Wellington Road, Admaston, Telford, TF5 0BN
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To all Members of the Committee:

Cllr P Cooper; Cllr E Anderson; Cllr K Ballantyne;

Human Resources Committee Meeting

You are hereby summoned to attend a meeting of the HR Committee of Wrockwardine Parish Council to be held at **Admaston House, Dothill Room** on **Friday 19th November 2021 at 11.00a.m.**

The business to be transacted at this committee meeting will be as set out on the agenda below

Dated this: 11th November 2021

Signed: *Julia Hancox*
(Clerk to the Council)

AGENDA

1. **Welcome**
2. **Apologies for absence**
3. **Declaration of Interests: a) Pecuniary b) Personal**
4. **Public Session (15 mins)** – the meeting will be adjourned for 15 minutes to allow questions to the Chairman and Committee Members from members of the public
5. **Minutes** – to confirm the minutes of the HR Committee Meeting held on Wednesday 18th August 2021
6. **Terms of Reference** – to receive & agree for submission to Council
7. **Lone Working** – update on Safepoint trial, agree procedure & agree next steps
8. **Appraisal Document** – to receive & agree for submission to Council
10. **Clerk's Accounts** – to receive timesheets, annual leave card & mileage claims
11. **Clerk's Workload** – to consider change to meeting notifications on noticeboards
- Policies Update
12. **Date of the next meeting** – to be set by the Committee