



# LOOSE PARISH COUNCIL

**CLERK: Kim Owen**

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**Dated 28<sup>th</sup> May 2019**

**An Extraordinary Meeting of the Loose Parish Council  
Human Resources Board Committee  
will be held at the Loose Parish Pavilion, King George V Playing  
Field on Monday the 3<sup>rd</sup> June 2019 at 7.45pm**

**THIS MEETING WILL BE HELD IN PRIVATE DUE TO THE  
CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED.**

Kim Owen (Clerk)

## **AGENDA**

- 1. To elect a Chairman of the HR Board**
- 2. To elect a Vice Chairman of the HR Board**
- 3. To receive and record any apologies for absence.**
- 4. To receive any declarations of pecuniary interest on items in the agenda, in accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition any declaration of personal or prejudicial interest. *(as agreed by LPC 21<sup>st</sup> Jan 13)*.**
- 5. To receive any signed dispensation requests for any item on this agenda, and for Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved. (see dispensation form.) This follows the agreement made by the LPC at the meeting held on the 17th July 2017.**
- 6. To agree and to sign as a correct record the minutes of the meeting held on the 1<sup>st</sup> October 2018**
- 7. To receive any matters as raised by members of staff and to discuss as relevant. (ongoing agenda item).**

- 8. To receive any notes regarding staffing issues, and to comment as appropriate.**
- 9. To discuss the allocation of work and hours of the staff and make any recommendations as felt relevant and in line with standing orders and terms of reference:**
- 10. To discuss the Councillors Code of Conduct**
- 11. To receive a draft Training and Development Policy (KALC) and make any decision necessary**
- 12. To consider any matters of any risk to the LPC, and to take forward as appropriate (ongoing agenda item).**
- 13. Any other matters - Info Only**
- 14. Next meeting will be scheduled for 7<sup>th</sup> October 2019**