

NOTICE OF PARISH COUNCIL MEETING

1. Please switch off mobile phones as they may disrupt a meeting.
2. Councillors and parishioners are advised that this meeting may be recorded.



Chair: Cllr Jane Marshall
Clerk: Alan Youel
Spratton Parish Council
Tel: (07715) 651904
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14th August 2026 - A meeting of the **HR Committee** will be held at Spratton Village Hall on **20th August 2026 at 1pm**. The Press and Public are cordially invited to attend the open part of the meeting.

Members of the public and Councillors are advised that under the **Openness of Local Government Bodies Regulations 2014**, members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the meeting not being disrupted.

Jane Marshall
Chair

HUMAN RESOURCES COMMITTEE MEETING

Thursday 20 August 2026 at 1.00pm
Spratton Village Hall

AGENDA

1. Apologies for Absence

To receive and consider apologies for absence.

2. Declarations of Interest

To receive declarations of interest in respect of items on the agenda.

3. Public Participation

To receive any representations from members of the public in accordance with the Council's Standing Orders.

4. Exclusion of Press and Public

Resolution: That, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

5. Recruitment of Clerk & Responsible Financial Officer

To consider arrangements for the recruitment of a new Clerk & Responsible Financial Officer and make recommendations to Full Council, including:

a) Recruitment and advertising

- To agree the proposed job advertisement and recruitment method.
- To determine where and how the vacancy should be advertised.

b) Terms and conditions

- To review the proposed salary scale and hours of work.
- To review the job description and person specification.
- To consider other principal terms and conditions of employment.

c) Recruitment process

- To agree the proposed application, shortlisting and interview process.
- To determine who will undertake shortlisting and interviews.

d) Timescale

- To agree a timetable for advertising, applications, shortlisting, interviews and appointment.
- To consider the proposed commencement date.

e) Handover arrangements

- To consider arrangements to facilitate an appropriate handover period between the current Clerk/RFO and the newly appointed Clerk/RFO, where practicable.

f) Recommendation to Full Council

- To agree the recommendations to be submitted to Full Council for approval of the recruitment arrangements and appointment to the post.

6. Date of Next Meeting

To determine whether a further HR Committee meeting is required and, if so, agree a date.

Signed: Jane Marshall
Chair to Spratton Parish Council
Dated: 14th August 2026