

Hollinswood and Randlay Parish Council

Chairman: Councillor S Snell Clerk: Katrina Baker MBE MILCM

1st October 2020

To: Cllr S Snell
Cllr J Creed

Cllr L Ricketts
Cllr H Unwin

Cllr S Vaughan-Hodkinson

c.c. Chairman

You are invited to the next meeting of the Personnel Committee on **Monday 5th October 2020** which will take place via Zoom at 7pm, in the comfort of your own home.

A link to this meeting will be forwarded to members, nearer to the date.

Public & Press are welcome to attend – anyone interested in joining the meeting, should contact the Clerk for the link.

Yours sincerely

Katrina Baker
Clerk

AGENDA

1. **Welcome**
2. **Apologies for Absence and to consider any necessary approval**
3. **Declarations of Interest**
4. **To confirm the Minutes of the meeting held of 29th June 2020.**
5. **Matters Arising, not otherwise included on the Agenda**
6. **Staff – updates, including sickness and holiday statistics.**
7. **Finance Manager – semi-retirement plan**
8. **Apprentice - update**
9. **Other matters (at the discretion of the Chairman)**
10. **To consider a private session, if matters raised in the meeting are of a confidential nature.**
 - a) Staff hours and budgetary considerations, due in the main to the effects of Covid 19
11. **To confirm the date & time of the next Personnel meetings**

Due to the current situation, additional Personnel Committee meetings will be required.

25 th January 2021	7pm
1 st March 2021	7pm