

## Hollinswood and Randlay Parish Council

*Chairman: Councillor S Snell    Clerk: Katrina Baker MBE    MILCM*

1<sup>st</sup> June 2021

**To:** Cllr S Snell  
Cllr S Unwin

Cllr L Ricketts  
Cllr T Wust

Cllr C Turley

You are invited to the first meeting of the Human Resources Committee on **Monday 7<sup>th</sup> June 2021** 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. Election of Chairman**
- 3. Declaration of Acceptance of Office**
- 4. Apologies for Absence and to consider any necessary approval**  
Councillor C Turley Holiday
- 5. Election of Vice Chairman**
- 6. Declaration of Acceptance of Office**
- 7. Terms of Reference**
- 8. Declarations of Interest**
- 9. To confirm the Minutes of the meeting held on 1<sup>st</sup> March 2021**
- 10. Matters Arising, not otherwise included on the Agenda**
- 11. Staff – updates, including sickness and holiday statistics.**
- 12. Apprentice - update**
- 13. Parish Council Organisational Structure**

**Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford TF3 2EW Tel: 01952 567961**  
E-mail:- [enquiries@harpc.org.uk](mailto:enquiries@harpc.org.uk) Website:- [www.hollinswoodandrandlaypc.org.uk](http://www.hollinswoodandrandlaypc.org.uk)

Hollinswood & Randlay Parish Council and Telford & Wrekin Council have signed up to a Parish Charter – A commitment by all to work together for the benefit of the wider community.

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14. Other matters (at the discretion of the Chairman)
15. To consider a private session, if matters raised in the meeting are of a confidential nature.
16. To confirm the process for the recruitment of a Support Worker for the Youth Provision Partnership
17. To confirm the date & time of the next Human Resources meeting