



Wickersley Community Centre,  
286 Bawtry Road, Wickersley,  
Rotherham.  
S66 1JJ  
Parish Clerk Carol J Lavell-Smith  
01709 703270  
[www.wickersleyparishcouncil.org.uk](http://www.wickersleyparishcouncil.org.uk)

18/09/2023

Dear Councillors,

You are hereby summoned to attend a meeting of the Human Resources Committee of the Parish Council, to be held on Monday 25<sup>th</sup> September 2023 at 18.30., this meeting will be held in the Meeting Room at the Community Centre, for the purpose of transacting the following business:

*Carol J Lavell-Smith*

Carol J Lavell-Smith  
Clerk to the Council

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**BUSINESS**

**ENCLOSURE:**

1. To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)
2. To receive apologies for absence
3. To appoint a vice chair of HR committee
4. To approve the minutes of the meetings of  
18<sup>th</sup> January 2023 (A)  
23<sup>rd</sup> August 2023 (B)
5. To note matters arising from above meetings
6. To receive a financial update (C)
7. To receive an update on appraisal process Parish Clerk
8. To consider proposed new staffing position- Chair of HR (D)
9. To rearrange the date of the next HR meeting from 9.00am on 6<sup>th</sup> December 2023