

# CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to attend to a **HR COMMITTEE** meeting, to be held at the Parish Council chambers, Gravel Hill, Chalfont St Peter on **Monday 27<sup>th</sup> March at 7.30pm**



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## AGENDA

Cllr Rush (Chairman), Cllr Jha (Vice Chairman), Cllr Darby, Cllr Dickson, Cllr Hatton, Cllr Longshaw, Cllr Shinner and Cllr Smith.

### THE CHAIRMAN WILL ISSUE FIRE EXIT INSTRUCTIONS IN THE EVENT OF A FIRE

- 35. To receive apologies.
- 36. To receive declarations of Interests.
- 37. To approve the minutes of the previous HR meeting which took place on the 9<sup>th</sup> February 2023.
- 38. Actions from previous meetings.
  - 34 -  
**ACTION – Cllr Rush and Cllr Shinner** to agree a date, undertake another performance appraisal review (using the standard performance documentation) with the Clerk and send out to Councillors to review.
  - ACTION – Clerk to reorganise the HR Committee meeting once the Clerks review has been undertaken and written up for Councillors to view. **COMPLETED**
  - ACTION – Clerk to provide a copy of any comments received in relation to the Parish Council teams performance for the committee to review. **COMPLETED**
  - ACTION – Cllr Rush, Cllr Shinner and Cllr Dale** to provide a copy of any comments received in relation to the Clerks performance for the committee to review.
  - ACTION – Clerk to provide a copy of the salaries for the Parish Council staff and send to HR committee. **COMPLETED**
- 39. To resolve that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960 s1).
- 40. To discuss and agree the staff pay review for the Parish Council staff for 2023/4.