

**A Meeting of Batheaston Parish Council  
Human Resources Committee  
is to be held at 7:00pm on Tuesday 21<sup>st</sup> January 2025  
at the Rhymes Pavilion, Coalpit Road, BA1 7NW**



**AGENDA AND NOTICE OF MEETING**

**PROCEDURAL MATTERS**

1. **Public participation** regarding matters on the agenda.
2. **To receive** apologies for absence.
3. **To receive** any declarations of interest from Councillors.
4. **To approve** the draft minutes of the meeting of the Committee held on Monday 2<sup>nd</sup> May 2024. (Clerk, A)

**POLICY MATTERS**

**5. Resourcing Review**

- 5.1. **To receive** a paper outlining the current resource in place, and options to provide more support to manage and deliver projects (Clerk, A)

6. **To resolve** that for the following item members of the public should be temporarily excluded from the meeting. This is to protect the personal details of Council Staff in accordance with Public Bodies (Admission to Meetings) Act, 1960.

**7. Options for reconfiguration of staff roles**

- 7.1. **To approve** a paper setting out recommendations for changes to staffing roles, for recommendation to Council. (Clerk, A)

8. **To receive** a report from Clerk confirming the policies in place, and the priorities for approval of any remaining policies. (Clerk, A)

- 8.1. **To approve** a Health and Safety Policy, including Lone Working (Clerk, A)

**9. Clerk's Report**

- 9.1. **To receive** a report from the Clerk. (Clerk, A)

- 9.1.1. **To note** that, as agreed, the Clerk's contract was updated to use the model contract from the National Association of Local Councils on 16<sup>th</sup> October 2024, and will be used as the basis for new contracts.

Council meetings are open to the public, and members of the public are welcome to join and may speak by invitation

Signed: -

A handwritten signature in blue ink that reads "Richard Maccabee".

Parish Clerk

Date issued: 16<sup>th</sup> January 2025