



WARSOP PARISH COUNCIL

Lifespring (old Town Hall), Church Street, Warsop, Mansfield, Notts. NG20 0AL.

Notice Dated: 5th October 2026

Dear Members of the HR Committee: Cllrs N Hughes (Chair), K Grubb, A Hawkins, N McGuinness, G Simpson and J Stephenson

You are hereby summoned to attend a meeting of the **HR Committee** which will be held on **Monday, 12th October 2026** commencing **6.00pm** at **Lifespring (old Town Hall)**. The business of the meeting is set out in the agenda below.

Jade Wilson

Clerk to Warsop Parish Council

Please note: There is a right to record, film and broadcast meetings of the council and committees, established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. Meetings or parts of the meetings from which the press and public are excluded may not be filmed or recorded.

Agenda no	Agenda item title	Power/ Regulation
	Public forum: To receive questions or comments from members of the parish regarding any matters relating to items on this agenda (15 minutes maximum)	
HR-26-14	To receive apologies for absence.	LGA 1972 s85 (1) & Sch 12, p40.
HR-26-15	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and consider any dispensation requests received by the Clerk.	Localism Act 2011
HR-26-16	To consider if any items on the agenda require the exclusion of public and press under the <i>Public Bodies (Admission to Meetings) Act 1960</i> during the consideration of items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.	<i>Public Bodies (Admission to Meetings) Act 1960</i>
HR-26-17	To approve and sign the Minutes (and <i>Confidential</i> Minutes) of the HR Committee Meeting held on 28 th September 2026	LGA 1972 Sch 12 p41
HR-26-18	Parish Council Policies a.) To approve and implement the new Expenses Policy b.) To discuss the requirement for an Employer Discretion Policy (LGPS) and consider amendments/recommendations for progressing the working document circulated	
HR-26-19	Staffing: a.) To note that the Clerk and Events Coordinator completed 1 years' service in September. The Administrative Assistant will have completed 1 year in December. a.) To note the Annual pay award increase for staff - reported to Full Council and F&GP Committee in September. b.) To discuss the Clerk/RFO's hours c.) To note recent training carried out by staff d.) To receive updates and make any decisions regarding rotas, lone working restrictions and office security measures e.) To receive an update on any recent staffing reviews/meetings and make any required follow up decisions f.) To note that the Clerk will be working on the staffing budget for 2027/28 soon – consider any other required changes to staffing hours or rotas	
HR-26-20	To agree the date and time of the next HR Committee Meeting Meeting Close.	