

Calne Without Parish Council

To Councillors, Barnes, Todd, Williams, Handyside and Turton

You are hereby summoned to attend a meeting of Derry Hill & Studley Parish Council,
Human Resources Committee at Lansdowne Hall, Petty Lane, Derry Hill on Thursday 24th July
2025 at 7.30pm



Katherine Checchia
Clerk to the Council 17th July 2025

Agenda

1 To elect a chairman to the committee

2 Apologies

To receive apologies.

3 Public participation/ Correspondence

3.1 Public participation

Opportunity for members of the public to address the Committee.

3.2 Correspondence

For the Clerk to report any correspondence not circulated.

3. Declarations of Interest

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

4. Chairman Announcements

5. Review of Terms of Reference

Recommendation that the Committee note the [Terms of Reference](#)

6. Confidential Session - Chairman

Recommendation: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business. By nature of the confidential nature of the items of business to be transacted.

7. Appoint committee member to record staff holidays and absence

The committee TOR require a committee member to be appointed to record staff holidays and absence.

8. Appoint committee member to complete staff appraisal

The TOR require a committee member to be appointed to complete the staff appraisal

9. Review of work hours

To consider the attached report and complete the annual review of the Clerks works hours

10. Review of training policy and training needs

To note the [training policy](#) and to identify the training needs for the Clerk and Councillors.

The Strategic plan states HR Committee will Produce, and update, the training needs for the Clerk and each councillor annually.

11. Review of Clerks Grading

Complete the annual Formal review of Clerks Grading. Report and guidance provided for information.