



**Meeting of the Human resources (HR) Committee
of Kents Hill & Monkston Parish Council
Monday 5th July 2021, 7.30pm
At Kingston Library, Winchester Circle,
Kingston, Milton Keynes, MK10 0BA.**

AGENDA

HR 01/21	Apologies: To accept apologies and approve reasons for absence of members unable to attend the meeting
HR 02/21	Declarations of Interests: Members to declare any disclosable pecuniary interests or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered.
HR 03/21	Decision Required: Minutes of previous meeting. To receive and accept as a true and correct record the minutes of the meeting held on Monday 26 th April 2021
HR 04/21	Decision required: Recruitment of new Clerk & Warden <ul style="list-style-type: none"> a) To agree job description for clerk and warden b) Agree job evaluations for both jobs c) Agree salary or salary range for both jobs d) Consider Green Book terms and conditions e) Make recommendation for full terms and conditions to Full Council f) Review management arrangements for clerk g) Propose management arrangements for warden in the initial few weeks and for once a permanent clerk is in place
HR 05/21	Items for future discussions To receive Councillors' items for future agendas

Date of next meeting: TBC