PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringland-pc.gov.uk
Website: www.poringlandparishcouncil.gov.uk

NOTICE OF MEETING AND SUMMONS TO ATTEND

Councillors are summoned to attend the HR Committee meeting of Poringland Parish Council at 2:30pm on Monday 20th July 2026 at Poringland Community Centre.

Members of the public and press are invited to attend.

Signed: *B R Bethell*
Ben Bethell, Clerk and Responsible Financial Officer to Poringland Parish Council

Wednesday 15th July 2026

AGENDA

1. ATTENDANCE
To note those present and consider apologies for absence.

2. DECLARATIONS OF INTEREST
Members are reminded to declare personal and/or pecuniary interests in any items on the agenda in accordance with the Council's Code of Conduct. The Council is to consider any requests for dispensations.

3. MINUTES OF PREVIOUS MEETINGS
To Approve the minutes of the HR Committee meetings on June 29th 2026.

4. HR MATTERS
- 4.1. To resolve to exclude members of the public and press from the meeting for the following items owing to their confidential nature.
- 4.2. To agree protocols for the handling of an ongoing HR matter.
- 4.3. To review the process for monthly wages payments.
- 4.4. To review wage payments over the past 12 months.
- 4.5. To consider a matter raised by a staff member.
- 4.6. To note reasonable adjustments for a staff member.

5. NEXT SCHEDULED HR COMMITTEE MEETING
- 5.1. To note the date and time of the next scheduled HR Committee meeting - Wednesday 25th November 2026 at 6:30pm. The meeting will be held at the Community Centre.