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 29th June 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 24th June 2026

AGENDA

1. ELECTION OF CHAIR

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

3. 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.

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 receive rereports relating to staffing matters and determine the appropriate next steps.
- 4.3. To consider the conclusion of the Clerk's probation period.
- 4.4. To agree which councillors will conduct the Clerk's appraisal.

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