



BASSINGBOURN -CUM-KNEESWORTH PARISH COUNCIL

HR Chairman: Mr Tony Clarke
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NOTICE OF HR COMMITTEE MEETING OF THE PARISH COUNCIL

To Members of the HR Committee:

I hereby give notice that a meeting of the HR Committee of Bassingbourn-cum-Kneesworth Parish Council (BKPC) will be held at **The Old School Community Centre** on **Tuesday 3rd March 2026 at 7:00pm**.

You are hereby summoned to attend the HR Committee Meeting of Bassingbourn-cum-Kneesworth Parish Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting. The meeting is open to members of the public (including the press) but is not a public meeting.

The Council welcomes members of the public to their meetings.

At the beginning of the meeting, for 15 minutes, members of the public may contribute their views and comments to the HR committee. Once the public session is closed members of the public may only speak with the permission of the chair.

Maisy Pearson

Clerk to Parish Council
Dated: 26th February 2026

HR25-52 **Apologies for Absence**

To receive, and consider for approval, apologies for absence and reasons given.

HR25-53 **Councillors' Declarations of Interest**

(Councillors are reminded that they are required to ensure their declaration is updated within 28 days of any change in circumstances)

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

HR25-54 **Approval of Minutes**

Proposal: Bassingbourn-cum-Kneesworth Parish Council approve the minutes from the HR Committee Meeting held 11th December 2026.

HR25-55 **Motion to Exclude**

That under the Public Bodies (Admissions 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 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

HR25-56 **Officer Matters**

To Note: Officer Report

HR25-57 **Confidential Employment Contractual Matters**

- a) **Proposal:** BKPC to agree job title, description, person specifications and starting salary for

third officer

- b) **Proposal:** BKPC to agree job advert, publications and timescales for third officer
- c) **Proposal:** BKPC to agree payment for accrued holiday entitlement for assistant clerk.