BASSINGBOURN -CUM-KNEESWORTH PARISH COUNCIL
HR Chairman: Mr Tony Clarke
53 The High Street
Bassingbourn
SG8 5LD
Email: parishclerk@bassingbournparishcouncil.gov.uk

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 **Friday 2nd June 2026 at 19:30pm**.

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: 28th May 2026

HR26-01 **Election of Chair**
a) To elect the Chair of the HR Committee for 2026/27.

HR26-02 **Apologies for Absence**
To receive, and consider for approval, apologies for absence and reasons given.

HR26-03 **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

HR26-04 **Approval of Minutes**
Proposal: Bassingbourn-cum-Kneesworth Parish Council approve the minutes from the HR Committee Meeting held 20th 2026.

HR26-05 ***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.

HR26-06 **Officer and Administration Matters**

a) To Note: Officer Report

b) To receive amended Terms of Reference as agreed by Full Parish Council

HR26-07 **Confidential Employment Contractual Matters**

a) To receive update of onboarding process of new Administrative Assistant