



PARISH COUNCIL HR COMMITTEE
MEETING AGENDA

Dated: 26th June 2025

Dear HR Committee members: Cllr Davis, Cllr Glassey and Cllr Gilfillan

You are hereby summoned to a meeting of Elmton with Creswell Parish Council HR Committee.

To be held at: **The Events Centre, Elmton Road, Creswell**

Date of meeting: **Tuesday 8th July 2025 at 3:30PM**

Jade Wilson | Clerk to Elmton with Creswell Parish Council

Please note that the meeting may be audio recorded under the Openness of Local Government Regulations 2014.

Members of the public are welcome to attend.

Agenda

ECPC – 1/25HR	To elect a Chair for the ensuing year
ECPC – 2/25HR	To receive Apologies for Absence
ECPC – 3/25HR	To receive any Declarations of Interest
ECPC – 4/25HR	To receive updates about recruitment and agree the interview and start dates for the Senior Parish Maintenance and Deputy Events Centre Manager positions
ECOC – 5/25HR	To agree the hours, duties and term length of a Temporary Administrative Assistant
ECPC – 6/25HR	To agree the advertisement and deadline for applications for the Temporary Administrative Assistant
ECPC – 7/25HR	To discuss and agree any training requirements for staff
ECPC – 8/25HR	To agree the date and time of the next HR Committee meeting