

Ongar

Town Council



Aimi Middlehurst
Town Clerk



6th June 2013

TO MEMBERS OF THE HUMAN RESOURCES COMMITTEE

You are hereby summoned to a meeting of the **HUMAN RESOURCES COMMITTEE** to be held in the **COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR** on **THURSDAY 13th JUNE 2013** commencing at **7pm** for the transaction of business as set out below. Members of the public and press are cordially invited to attend

Town Clerk

AGENDA

01/13 Apologies for absence

Councillors are asked to forward their apologies for not attending the meeting

02/13 Declaration of Disclosable Pecuniary Interests (DPIs), Other Pecuniary Interest and Non Pecuniary Interests under the Council's adopted Code of Conduct with regard to agenda items.

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (Non Pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

03/13 Public participation session with respect to items on the agenda previously notified to the Clerk. The Council will hear first from Councillors with prejudicial interest who must leave the room immediately after they have made their representations, answered questions or given evidence. Councillors cannot remain in the room to hear representations of others. After the close of the public participation session, any member having left due to Section 12 (2) may rejoin the Council. When the Council starts to discuss any item on the agenda, where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure and where appropriate leave the meeting. The maximum time allowed for this item is **15 minutes**.

04/13 Minutes of the meeting of 18th April 2013

- To confirm the minutes as a true record and the Chair to sign.

05/13 Clerk's Report

- To note items of interest not on the agenda.

Ongar

Town Council



Aimi Middlehurst
Town Clerk



06/13 Terms of Reference

- To discuss and agree the committee's Terms of Reference

07/13 Recommendation from the former Environment & Open Spaces Committee

- To consider the draft Allotment Risk Assessment

08/13 Establishment Review

- To receive an update on the information researched by the Clerk
- To consider the timing and budget of the Review