

# Ongar

## Town Council



Aimi Middlehurst  
Town Clerk



2 October 2014

### 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 9<sup>TH</sup> OCTOBER 2014** 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

#### **12/14 Apologies for absence**

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

#### **13/14 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.

**14/14 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**.

#### **15/14 Minutes of the meeting of 17 July 2014**

The minutes of the meeting are attached.

#### **16/14 Clerk's Report**

To report on items that are not on the agenda

#### **17/14 Matters arising for report from the previous committee meeting**



# Ongar

## Town Council



Aimi Middlehurst  
Town Clerk



### **18/14 Cemetery**

To agree the amendment of the Cemetery Rules and Regulations

### **19/14 Standing Orders**

To agree the draft document and make a recommendation to Finance Committee

### **20/14 Financial Regulations**

To agree the draft document and make a recommendation to Finance Committee

### **21/14 Staffing sub committee**

To agree the membership of this sub-committee

### **22/14 Records Storage Policy**

To review the draft Records Storage Policy and make a recommendation to Full Council

### **23/14 Health and Safety Review**

To review the action points and progress to date

### **24/14 Open Forum**

Unlisted items can be raised by Councillors or members of the public for the Council's consideration. **Time limited to 15 minutes.**

