



## COLNEY HEATH PARISH COUNCIL

Highfield Park Office  
Highfield Park Visitor Centre  
Hill End Lane, St Albans  
Hertfordshire AL4 0RA

Colney Heath Village Office  
83 High Street  
Colney Heath  
Hertfordshire AL4 0NS

Tel: 01727 825314 Email: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)

**Summons issued – 29<sup>th</sup> January 2021**

To Members of the HR Committee,

Councillors Chris Brazier, Judy Mulroney, and Russell Solts (Chairman).

You are summoned to attend the **HR Committee** meeting of **Colney Heath Parish Council** that will be held virtually via Zoom on **Thursday 4<sup>th</sup> February 2021 at 6.45pm**. Your presence is summoned for transacting the business outlined below.

The meeting is open to all councillors, the press and public unless the Council do otherwise **RESOLVE** to enter private session where members of the public & press are excluded.

Due to recent uninvited guests accessing the meeting you will be asked to ensure your full name is displayed prior to being permitted into the meeting. If you would to pre-register your attendance this can be done by confirming with an email to the Clerk at [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk) or by calling the Parish Office. We apologise for any inconvenience these new security arrangements may cause you, but it is for the protection of all within the meeting that this is now required. The Council will not tolerate abusive or inappropriate behaviour in these meetings and offenders who persist will be removed.

The public can join the meeting using the following link:

<https://us02web.zoom.us/j/83139389747?pwd=QXg5V21tQzA0VS9TMFhybmc3TGRRnZz09>

Meeting ID – **861-4171-9889**

Password – **CHPCHRFEb4**

**PLEASE BE AWARE  
THE MEETING WILL BE RECORDED  
AND MAY BE LIVESTREAMED**

**Lisa Chaplin LCGI PSLCC CPFA CiLCA**

**Clerk to Colney Heath Parish Council**

*CHPC operates under General Power of Competence  
since adopted 16 May 2019 ref: 19/20-11*

### AGENDA

- HR-21 APOLOGIES & ANNOUNCEMENTS**  
To receive and accept apologies for absence
- HR-22 DECLARATIONS OF INTEREST**  
a) To confirm no changes since the last Council/Committee meeting  
b) To review and note any declarations of interest



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**HR-23**

### **QUESTIONS FROM THE PUBLIC**

Members of the public may make representation, ask questions, or give evidence in respect of the business on the agenda or of this Committee for a maximum per item of 3 minutes.

**HR-24**

### **MINUTES OF THE PREVIOUS HR COMMITTEE MEETING**

To confirm the minutes of the meeting 3 December which were presented to Full Council (17/12/2020) with all recommendations approved.

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/12/DRAFT-HR-Committee-Minutes-3-December-2020-WEB.pdf>

**HR-25**

### **STAFF APPRAISALS**

- a) To note receipt of the completed appraisal for the Clerk/RFO for 2019/20
- b) To confirm appraisal arrangements for Clerk/RFO 2020/21
- c) To review draft appraisal form for staff appraisals 2020/21

**HR-26**

### **COMMUNITY GOVERNANCE REPORT**

To receive report as requested at meeting 05/12/2020 on the completion of Level 4 Community Governance by the Clerk/RFO

**HR-27**

### **CLERK REPORT ON STAFF MATTERS**

To receive a verbal report from the Clerk to include staffing matters which the Clerk would like noted or recorded formally with the HR Committee

Due to the nature of the items to be discussed the Committee may, at any time resolve under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.