



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend an HR Committee meeting to be held at The Green, Wethersfield, Braintree CM7 4BS on Friday 11th September 2026 commencing at 7:00pm for the purpose of transacting the following business:

The meeting will not be open to the public unless the Council directs otherwise.

AGENDA

1. **Apologies for Absence.**
2. **Election of Chairman.**
3. **To receive member's declarations of interest and dispensations in items on the agenda.**
(Dispensations should be requested from the Clerk before the meeting).
4. **Conduct a Pay review for both The Clerk and Ranger.**
5. **Note the new Government pay rise applicable from 1 April 2026 for both Clerk & Ranger.**
6. **Timeline for Staff Appraisals.**
7. **Any Other HR Business.**
8. **Items for the next agenda.**
Review 2020 Policies:
Training Policy
Grievance Procedure
Disciplinary Procedure
Complaints Procedure
9. **Next HR Meeting:**
TBC
10. **Chair to Close Meeting.**
Time Closed:

J Boot

Clerk & RFO to Shalford Parish Council

Dated: 07th September 2026