Minutes of a meeting of **NORMANDY PARISH COUNCIL HUMAN RESOURCES COMMITTEE** held at the **ROYAL BRITISH LEGION HALL, GUILDFORD ROAD** on **THURSDAY 8 JANUARY 2025** at **7.00pm**.

Committee Members present	Councillor Bob Hutton	Committee Chairman
	Councillor Louise McCrow	
	Councillor Simon Schofield	
Non-committee members present	Briony Howarth (Assistant Parish Clerk)	

HR25-25 **APOLOGIES**
Councillor Jeremy Ward apologies were received and accepted.

HR25-26 **DECLARATIONS OF INTEREST**
No declarations of interest were received.

HR25-27 **MINUTES OF PREVIOUS MEETINGS**
The minutes of the HR Committee meeting held on 27th November 2025 were adopted as a true record.

HR25-28 **QUESTIONS FROM THE PUBLIC**
None.

HR25-29 **EXCLUSION OF THE PRESS AND PUBLIC**
That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

HR25-30 **CLERK / RFO**
RESOLVED - the committee agreed to commence advertising for a new Clerk where the minimum salary level, role, hours, advertising and recruitment procedures were discussed.

RESOLVED the committee agreed to invite more people to join the parish council given the current two vacancies.

HR25-24 **ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS**
None

There being no further business, the meeting ended at 21.00hrs

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