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Parish Clerk: Sam Heynes  
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To the members of the **Human Resources Committee**  
You are hereby summoned to attend the meeting of the Planning Committee at **7.30pm on Thursday 2<sup>nd</sup> December 2021** to transact the following business

**Cuckfield Parish Council adopted the General Power of Competence on 14<sup>th</sup> May 2020, all decisions made during this meeting are done so under this power.**

Members of the public are invited to put questions or to draw relevant matters regarding items on the agenda to the Council's attention for ten minutes prior to the commencement of business.

## AGENDA

- HR006** To receive apologies for absence.
- HR007** To receive declarations of interest from Members in respect of any matter on the agenda. (*The disclosure must include the nature of the interest. If you become aware, during the meeting, of an interest that has not been disclosed under this item you must immediately disclose it.*)
- HR008** To approve the minutes of the meeting held on 10<sup>th</sup> June 2021.
- HR009** To discuss and make recommendations to Full Council regarding the following matters:
- i) To ratify the 1 point pay increase for the Clerk based on the appraisal outcome for 2020-2021, as per contract terms.
  - ii) To ratify the 1 point pay increase for the Clerk based on the successful completion of Community Governance Level 4, as per contract terms.
  - iii) To consider approval for the Clerk to continue Community Governance Level 5 in 2022 at a total cost of £6,300 over 2 years.
- HR010** To note items arising after the preparation of this agenda which the Chairman agrees to take as urgent. **Such matters will be for noting only or deferral to a future meeting only.**

*S Heynes*

Parish Clerk, 26 November 2021