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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 **8.30pm on Thursday 30<sup>th</sup> June 2022** to transact the following business

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

- HR001** To receive apologies for absence.
- HR002** 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.*)
- HR003** To approve the minutes of the meeting held on 2<sup>nd</sup> December 2021.
- HR004** To ratify the changes made to the Assistant Clerk role, to be known in future as an Admin and Communications Officer (based on the attached job description).
- HR005** To receive a general staffing and contractor update.
- HR006** To consider whether to pay or contribute towards the travel costs for the Clerk's trip to Edinburgh w/c 4<sup>th</sup> July 2022 as part of Community Governance Level 5 studies (flights with Easyjet £127.44 and hotel £396.00 for 4 nights).
- 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, 24 June 2022