

Batheaston Parish Council

Agenda for a meeting of the Human Resources Committee
at 7:00pm on Tuesday 23rd September 2025
at the Rhymes Pavilion, Coalpit Road, BA1 7NW



AGENDA AND NOTICE OF MEETING

PROCEDURAL MATTERS

1. **Public Participation.**
2. **To receive** apologies for absence.
3. **To receive** any declarations of interest from Councillors.
4. **To approve** the minutes of the meeting of the Committee held on 2nd May 2025 (Clerk, A)

RESOURCING MATTERS

5. Staffing Review

- 5.1. **To receive** a report from the Clerk regarding staffing (Clerk, A).

5.1.1. **To note** the functioning that the new Financial Administrator is in place.

6. Staff and Councillor Training

- 6.1. **To approve** a proposal regarding training, including that required for "Assertion 10", for the Annual Governance and Accountability Return for 2025/26, relating to the management of digital, data and information governance.

CLOSED ITEMS

7. **To approve** the Appraisal of the Parish Clerk (**Clerk, A**)

STANDING ITEMS AND REPORTS

8. Clerk's Report (Clerk, A)

- 8.1. **To receive** a report from Clerk relating to financial matters

Signed: -

Parish Clerk

Date issued: 18th September 2025