



## FLITWICK TOWN COUNCIL

Ref: Agenda/HR Committee – 11.05.26

6<sup>th</sup> May 2026

Dear Sir/Madam

All Members of the HR Committee are hereby summoned to the **HR Committee Meeting of Flitwick Town Council** that will take place on **Monday 11<sup>TH</sup> May 2026** at the Rufus Centre, Steppingley Road, Flitwick, commencing at **7.45pm** in order to transact the under mentioned items of business.

Please click the below link to join this Teams meeting:

<https://teams.microsoft.com/meet/351293495595239?p=sPzMZjGsGwVhC4yBhr>

Yours faithfully

*S. Lockey*

Stacie Lockey

Distribution:

Cllr R Roberts  
Cllr A Snape  
Cllr T Parsons  
Cllr I Blazeby  
Cllr T Harald

*I would Like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.*

### 1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

### 2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

### 3. **CHAIRMANS ANNOUNCEMENTS**

To receive announcements from the Chairman.

**4. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the agenda.

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

**5. MEMBERS QUESTIONS**

To receive questions from members.

**6. MINUTES**

- a. For Members to receive and adopt the minutes of the HR Meeting, held on **Monday 1<sup>st</sup> December 2025** at the Offices of Flitwick Town Council, The Rufus Centre, Steppingley Road, Flitwick.

**7. MATTERS ARISING**

- a. Minutes of the HR Meeting held on Monday 1<sup>st</sup> December 2025.

**8. ITEMS FOR CONSIDERATION**

**a. Policies**

(i) Officer Code of Conduct

Members to consider the reviewed officers code of conduct.

(ii) Councillor Officer Protocol

Members to consider the reviewed councillor officer protocol.

**9. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

**10. EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

- a. **Confidential Report** – to note
- b. **Town Clerk Update** – to note
- c. **Employee Handbook** – for consideration
- d. **Amenities Officer Training Proposal** – for consideration
- e. **Salary Increase Proposal** – for consideration
- f. **Rufus Centre Bonus Scheme** – for consideration

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960, the Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.