FLITWICK TOWN COUNCIL

Ref: Agenda/HR Committee – 25.08.26

20th August 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 **Tuesday 25th August 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/376873320476221?p=DM2iqTBnUgyb41RTR8

Yours faithfully

S.Lockey

Stacie Lockey

Distribution:

Cllr R Roberts
Cllr I Blazeby
Cllr T Harald
Cllr R Wilsmore
Cllr S Long

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 11th May 2026** 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 11th May 2026.

8. ITEMS FOR CONSIDERATION

a. HR Policies

Members are asked to discuss which policies should be added to the Bright HR platform to enable read receipts, ensuring that staff members acknowledge they have read and are aware of the policies (a list of ALL council policies have been circulated for reference).

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. **Rufus Centre Bonus Scheme** – for consideration
d. **Appeal Recommendation** – for consideration
e. **Community/Environmental Structure** – 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.