NORTHAW & CUFFLEY PARISH COUNCIL

7 Maynard Place, Cuffley, Herts, EN6 4JA
Telephone: 01707 875825

Summons issued – 19th November 2026

To Members of the Parish Council HR Committee,

Councillors, Christine Burrows, John Henderson, Ben Roberts and David Sive.

You are summoned to attend a meeting of **Northaw & Cuffley Parish Council** HR Committee that will be held from 10.30am on **Thursday 26th November 2026** in the Parish Office, 7 Maynard Place, Cuffley EN6 4JA. Your presence is summoned for transacting the business outlined below

S Griffiths CiLCA
Clerk to Northaw & Cuffley Parish Council

AGENDA

26/27 HR-01 APOLOGIES & ANNOUNCEMENTS
To receive and accept apologies for absence

26/27 HR-02 DECLARATIONS OF INTEREST
a) To receive declarations of interest from members regarding items on the agenda
b) To receive any written requests for dispensations for declarable interests; and
c) To grant any requests for dispensation as appropriate

26/27 HR-03 The Committee are recommended to resolve under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and public and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

26/27 HR- 04 PROPOSED JOB DESCRIPTION OF THE PARISH CLERK
To agree the proposed new job description of the Parish Clerk position, to be used for both the temporary and permanent appointments.

25/26 HR-05 PROPOSED RECRUITMENT PROCESS FOR RECRUITING PARISH CLERK
Committee review and agree:
a) Proposed advert, timetable and process for recruiting the permanent Parish Clerk
b) Additional expenditure on consultancy support to assist the HR Committee in the recruitment process for the new Parish Clerk