**Middleton on the Wolds Parish Council**

**Clerk: Catherine Simpson 19 Princess Road, Market Weighton, York YO43 3BX**

**Tel: 01430 872239 Email: motwpc@outlook.com**

12th September 2025

Dear Councillor

You are hereby summoned to attend a meeting of Middleton on the Wolds Parish Council HR Committee **on the 12th September 2025 at Middleton on the Wolds Village Hall, Station Road, Middleton on the Wolds. The meeting will commence at 19:30.**

Due to the confidential nature of the business to be transacted, the press and public are excluded from the meeting (Section 1(2), Public Bodies Admissions to Meetings Act 1960):

Yours sincerely

Catherine Simpson

Catherine Simpson

Clerk of the Council

**AGENDA**

1. Election of Chairperson.
2. To receive apologies and approve reasons for absence.
3. To review the Clerk’s contract of employment with regards to Section 9 and consider amending this in the line with Section 9 of the Model Contract of Employment issued by NALC.
4. To review the Clerk’s job description.
5. To review the Clerk’s pay and consider moving this up one scale point from 12 to 13 following a year’s service.
6. To review the following HR documentation:

Disciplinary Policy

Grievance Policy

Equal Opportunities Policy

1. To agree to arrange the Clerk’s annual appraisal.