

Consultation with the Clerk and Members of the Finance & HR Committee held virtually

on Tuesday 15 June 2021 at 10:30am.

All decisions are made under temporary delegated authority of the Clerk.

Date of Issue: 9 June 2021

To join the meeting please use the following link:

<https://us02web.zoom.us/join/9124387999>

A G E N D A

1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.
3. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
4. **RETURN TO THE OFFICE.**
 - a. To discuss a phased return for office staff to work in the Parish Office.
 - b. To consider any future hybrid working arrangements.
 - c. To discuss measures for admitting members of the public to the office and drawing up a protocol to ensure a safe working environment.
 - d. To consider how to avoid/reduce lone working issues.
 - e. To review draft risk assessment.
5. **STAFF SICK LEAVE.** To note staff absence and consider any administrative cover required.