



SUNNINGDALE PARISH COUNCIL

Extraordinary HR Committee
Thursday 4 December 2025 at 9:30 am

This meeting will be held at
The Community Room, Broomhall Recreation Ground.

Agenda

Councillors

Cllr Hilton (Chair), Cllr Buxton, Cllr Evans, Cllr Morgan and Cllr Penney

You are hereby summoned to attend the HR Committee meeting on the above date and time. The meeting will be held at the Community Room, Broomhall Recreation Ground, Sunningdale, SL5 0QS.

HRC 30/ 25 Chair welcome

Chair to welcome those present to the meeting, reminding them that all mobile devices are switched to silent for the duration of the meeting.

A reminder to all in attendance of the fire safety regulations for the venue of the meeting.

HRC 31 / 25 Attendance and Apologies for absence

To receive for approval any apologies for absence and if appropriate any requests to defer receiving an acceptance of office to a later meeting.

HRC 32 / 25 Disclosable pecuniary interests and other registerable interests

To receive from members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Sunningdale members' Code of Conduct.

HRC 33 / 25 Grievance Policy

DECISION: To discuss and agree the changes to the Grievance Policy and put forward recommendations to Full Council for approval.

HRSC 34 / 25 To resolve to exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted (staffing arrangements).

Part 2 – Confidential

HRC 35 / 25 **Review of payroll processing arrangements**

DECISION: To review the payroll processing arrangements and put forward a recommendation to Full Council.

HRC 36 / 25 **Date of next meeting**

TO NOTE: To note the date of the next meeting as Thursday 15th January at 10.30am

Supporting documents for agenda items will be circulated to committee members prior to the meeting.



Natalie Hayes, Clerk and RFO

27 Nov 2025