



HR Committee
Tuesday 9 June 2026 at 9:30 am

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

Agenda

Councillors

Cllr Evans (Chair), Cllr Hilton, Cllr Buxton, Cllr Coxon.

You are hereby summoned to attend the HR Committee meeting on the above date and time.

HRC 01 / 26 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 02 / 26 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 03 / 26 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 04 / 26 Minutes of HR meeting 10 March 2026

DECISION: To approve the minutes of the HR Committee held on 10 March 2026.

HRC 5 / 26 Appointment of Vice-Chair of the HR Committee

DECISION: To appoint a Vice-Chair for the HR Committee.

HRC 6 / 26 Mobile Phone Policy

DECISION: To approve the Mobile Phone Policy (following prior review) before submitting to council for adoption.

HRC 7 / 26 Driving for Work Policy

DECISION: To approve the Driving for Work Policy (following prior review) before submitting to council for adoption.

HRC 8 / 26 Code of Conduct Policy Review

DECISION: To approve the Code of Conduct Policy (following prior review) before submitting to council for adoption.

HRC 9 / 26 Staff Handbook

TO NOTE: To receive an update from the Clerk regarding the staff handbook.

HRC 10 / 26 Expenses Policy

DECISION: To approve the Expenses Policy (following prior review) before submitting to council for adoption.

HRC 11 / 26 TOIL Policy

TO NOTE: To receive an update from the Clerk regarding the TOIL Policy.

HRC 12 / 26 BACS Payroll paper

DECISION: To review the updated BACS payroll paper (following prior review) before submitting to council for approval.

HRC 13 / 26 Date of next meeting

TO NOTE: To note the date of the next HR Committee meeting on the 10 September 2026 and bring forward any relevant updates from the members of the committee and the Clerk.

HRC 14 / 26 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 15 / 26 Update from the Chair of the HR Committee

DISCUSSION: To receive an update from the Chair of the HR Committee regarding a HR matter.

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



Natalie Hayes, Clerk and RFO

04 June 2026