



# ST AGNES PARISH COUNCIL

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10 September 2019

## TO MEMBERS OF THE HUMAN RESOURCES COMMITTEE:

Councillors: Clark (Chair), Bunt, Field, Hougham, Johns, Ripper, Slater.

Dear Members,

I hereby give you notice that the Meeting of the Human Resources Committee of St Agnes Parish Council will be held on 18<sup>th</sup> September at Parish Rooms, 17 Vicarage Rd, St. Agnes, at 09:45. All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely

Lee Dunkley, Parish Clerk

Press & Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public. Members of the public are advised that they will be excluded from the meeting after item "Public Bodies (Admissions to Meetings) Act 1960".

- 1. Apologies for absence**  
To **RECEIVE** any apologies.
- 2. Election of Vice Chair of the Committee for the remainder of 2019/20**  
To **ELECT** as above.
- 3. Declarations of Interest/Requests for Dispensation**  
To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.
- 4. Approval of the minutes of the meeting of 9<sup>th</sup> August 2019.**  
To **RESOLVE** that the Minutes of the Meeting of the Human Resources Committee as above having been previously circulated, be taken as read, approved and signed (attached).
- 5. Staff training report**  
To **RECEIVE** as above detailing events and training sessions attended by staff since the last meeting (attached).
- 6. Councillor training spreadsheet**  
To **RECEIVE** as above detailing training and information sessions attended by Cllrs to date.
- 7. Forthcoming training and events**  
To **RESOLVE** to fund as follows:  
VAT training, October 2019, St Austell, 1 employee (£35) (attached).
- 8. Christmas Closure policy**  
To **CONSIDER** adopting as above and to **RESOLVE** a course of action (attached).

**9. Travel, subsistence and expenses policies for staff and Councillors**

To **CONSIDER** adopting as above and to **RESOLVE** a course of action (attached).

**10. Suggested items for next agenda: 21<sup>st</sup> October 2019**

To **NOTE** any suggested items for the next Committee meeting: Staff appraisals; Expansion of services undertaken by Council.

**11. Public Bodies (Admissions to Meetings) Act 1960**

To **RESOLVE** that in view of the confidential or special nature of the business about to be transacted it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following items: Staffing.

**12. Matters arising from the minutes.**

To **NOTE** any matters arising.

**13. Staff Appraisal 2019 completion**

To **NOTE** as above for A Tippett (attached). To **CONSIDER** implications.

**14. Staff Appraisal 2019 completion**

To **NOTE** as above for the Deputy Clerk (attached). To **CONSIDER** implications. To **RESOLVE** a course of action.

**15. Handyperson contract recommendations**

To **RECEIVE** as above from the Environment Committee (attached). To **CONSIDER** implications. To **RESOLVE** a course of action.