



# ST AGNES PARISH COUNCIL

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30 October 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 4<sup>th</sup> November at Parish Rooms, 17 Vicarage Rd, St. Agnes, at 14:15. 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. Declarations of Interest/Requests for Dispensation

To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.

### 3. Approval of the minutes of the meeting of 18<sup>th</sup> September 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).

### 4. Staff training report

To **RECEIVE** as above detailing events and training sessions attended by staff since the last meeting (attached).

### 5. Councillor training spreadsheet

To **RECEIVE** as above detailing training and information sessions attended by Cllrs to date (attached).

### 6. Forthcoming training and events

To **RESOLVE** to fund as follows:

SLCC Practitioner Conference, February 2020, Warwickshire, 1 employee (£299) (attached).

Menopause and the workplace, February 2020, Plymouth, 1 employee (£110) (attached).

### 7. Suggested items for next agenda

To **NOTE** any suggested items for the next Committee meeting.

### 8. 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.

**9. Matters arising from the minutes.**

To **NOTE** any matters arising.

**10. Staff Appraisal 2019 completion**

To **NOTE** as above for H Thomas (attached). To **CONSIDER** implications.

**11. Staff Appraisal 2019 completion**

To **NOTE** as above for J Pickersgill (attached). To **CONSIDER** implications.

**12. Staff Appraisal 2019 completion**

To **NOTE** as above for E Pellatt (attached). To **CONSIDER** implications.

**13. Staff Appraisal 2019 completion**

To **NOTE** as above for R Goldburn (attached). To **CONSIDER** implications.

**14. Staff Appraisal 2019 completion**

To **NOTE** as above for the Library Manager (forthcoming). To **CONSIDER** implications.

**15. Staffing structure of the Council**

To **CONSIDER** the need for a review as above and to appoint a working party to investigate an approach for tackling current capacity issues and future strategy.

**16. Budget considerations 2020/21**

To **CONSIDER** budget needs for 2020/21 and feedback to Full Council (forthcoming).