



ST AGNES PARISH COUNCIL

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Human Resources Committee meeting – 18th September 2019

Minutes of the meeting as above, held in the Parish Rooms, 17 Vicarage Rd, St. Agnes, 09:45.

Present: Cllrs Clark (Chair), Field, Johns, Ripper, Slater.

Absent: Cllr Bunt, Hougham.

In attendance: L Dunkley, Parish Clerk. 0 members of the public.

H17/19 Apologies for absence

RECEIVED apologies from Cllrs Bunt, Hougham.

H18/19 Election of Vice Chair

ELECTED Cllr Field as Vice Chair of the Committee for the remainder of 2019/20. Cllrs Ripper/Clark. Unanimous.

H19/19 Declarations of Interest/Requests for Dispensation. None.

H20/19 Approval of the minutes of the meeting of 9th August 2019.

RESOLVED that the Minutes of the Meeting of the HR Committee as above having been previously circulated, be taken as read, approved and signed. Cllrs Ripper/Slater. Unanimous.

H21/19 Staff training report

RECEIVED as above detailing events and training sessions attended by staff since the last meeting.

H22/19 Councillor training spreadsheet

RECEIVED an update. No further training had taken place since the last meeting.

H23/19 Forthcoming training and events

RESOLVED to fund as follows:

VAT training, October 2019, St Austell, 1 employee (£35).

Cllrs Clark/Ripper. Unanimous.

H24/19 Christmas Closure policy

CONSIDERED adopting as above; amendments made to the Handyperson requirements to be on call; to closure dates of office and library. **RESOLVED** to adopt as amended. Cllrs Field/Slater. Unanimous. **Notification/posters about library closure needed. Clerk to amend and publish.**

H25/19 Travel, subsistence and expenses policies for staff and Councillors

CONSIDERED adopting as above; amendments made to increase accommodation allowance and clarify travel within the Parish. **RESOLVED** to adopt as amended. Cllrs Clark/Field. Unanimous. **Clerk to amend and publish.**

H26/19 Suggested items for next agenda: 21st October 2019

NOTED the following: Staff appraisals; Expansion of services undertaken by Council.

H27/19 Public Bodies (Admissions to Meetings) Act 1960

Signed:

Date:

RESOLVED 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 item: Staffing. Cllrs Ripper/Slater. Unanimous.

H28/19 Matters arising from the minutes. None.

H29/19 Staff Appraisal 2019 completion

NOTED as above for A Tippet. **CONSIDERED** implications, including potential changes in working patterns in the future.

**Cllr Johns left the room*

H30/19 Staff Appraisal 2019 completion

NOTED as above for the Deputy Clerk. **CONSIDERED** implications, including the need to increase the contracted weekly hours. **RESOLVED** to increase the contracted weekly hours from 21 to 24 as at 1st November 2019 with a view to reviewing the number of hours in future. Cllrs Field/Ripper. Unanimous.

H31/19 Handyperson contract recommendations

RECEIVED as above from the Environment Committee. **CONSIDERED** implications, including the need to increase the contracted weekly hours and to review the Job Description with the Handyperson. **RESOLVED** to offer a permanent contract for 24 hours per week from 1st October, to be reviewed by the end of May 2020. Cllrs Slater/Field. Unanimous.

The meeting closed at 10:55.

Signed:
Date: