



# ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC  
Parish Rooms, 17 Vicarage Road  
St Agnes, Cornwall  
TR5 0TL

01872 553801

[clerk@stagnes-pc.gov.uk](mailto:clerk@stagnes-pc.gov.uk)  
[www.stagnes-pc.gov.uk](http://www.stagnes-pc.gov.uk)

## Human Resources Committee meeting – 19<sup>th</sup> November 2020

Minutes of the meeting as above, held online, 12:00.

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

**Absent:** Cllr Bunt.

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

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**H29/20 Apologies for absence.** None.

**H30/20 Declarations of Interest/Requests for Dispensation.** None.

**H31/20 Approval of the minutes of the meeting of 19<sup>th</sup> October 2020.**

**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/Field. Unanimous.

**H32/20 Staff training report**

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

**H33/20 Councillor training spreadsheet**

**RECEIVED** as above detailing training and information sessions attended by Cllrs to date.

**H34/20 Forthcoming training and events**

**RESOLVED** to fund as follows:

- Online Code of Conduct
- Online Finance sessions
- Online Local Council planning conference

Cllrs Clark/Ripper. Unanimous.

**H35/20 Clerk appraisal**

**CONSIDERED** the appropriateness of conducting an appraisal for the clerk (due January 2021) and **RESOLVED** to proceed as normal. Cllrs Ripper/Slater. Unanimous.

**H36/20 Suggested items for next agenda.** None.

**H37/20 Public Bodies (Admissions to Meetings) Act 1960**

**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 Slater/Ripper. Unanimous.

**H38/20 Matters arising from the minutes.** None.

**H39/20 New Assistant Handyperson role**

**CONSIDERED** a draft job description and appointing internally. **APPOINTED** Cllrs Ripper, Clark and the Clerk to a panel and **RESOLVED** to delegate authority to complete the final job description document and contract, and to appoint internally. Cllrs Slater/Field. Unanimous. **Clerk to pursue.**

Signed:

Date:

**H40/20 New 'Environment and Property Manager' role**

**CONSIDERED** a draft job description, person specification, job title options, and the recruitment process.

**APPOINTED** Cllrs Ripper, Clark, Slater and the Clerk to a panel and **RESOLVED** to:

- 1) delegate authority to the panel to:
  - a) complete the final job description document
  - b) complete the final person specification document
  - c) draw up the final contract of employment
  - d) finalise the recruitment process and timetable
  - e) appoint to the role following appropriate recruitment and selection processes
- 2) agree a job title: "Environment and Property Manager".
- 3) incur expenditure to advertise the vacancy.

Cllrs Ripper/Field. Unanimous. **Clerk to pursue.**

The meeting closed at 12:50.

DRAFT

Signed:  
Date: