



# 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 – 30<sup>th</sup> September 2021

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

**Present:** Cllrs Clark (Chair), Slater (Vice Chair), Ripper, Rodda.

**Absent:** Cllr Bunt, Roberts, Sanders.

**In attendance:** L Dunkley, Parish Clerk; A Ley, Library Manager.

---

### H12/21 Apologies for absence.

**RECEIVED** from Cllrs Bunt, Roberts, Sanders.

### H13/20 Declarations of Interest/Requests for Dispensation. None.

### H14/20 Approval of the minutes of the meeting of 21<sup>st</sup> July 2021.

**RESOLVED** that that the [Minutes](#) of the Meeting of the Human Resources Committee as above having been previously circulated, be taken as read, approved and signed. Cllrs Ripper/Slater. Unanimous

### H15/21 Update on training for Environment & Property Manager

**RECEIVED** as above. The E&P Manager is booked to undertake courses in: Health & Safety and the Burial Process; Controlling Risks in Cemeteries Further information; Quotes, Tenders & Contracts; Project Management' Committees, Sub-Committees and Working Groups; Powers & Duties.

### H16/21 Name badges for Cllrs

**CONSIDERED** the [purchase](#) per above and **RESOLVED** to agree to use the design and supplier as used for staff name badges. Cllrs Ripper/Clark. Unanimous. **Clerk to pursue after October byelection.**

### H17/21 Suggested items for next agenda.

None **NOTED**.

### H18/21 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/Rodda. Unanimous.

### H19/21 Matters arising from the minutes. None.

### H20/21 Library Staffing and J Pickersgill role

**CONSIDERED** changes to the above and to made a recommendation to Full Council to consider the employment of a new member of staff at the Library and to adjust J Pickersgill's contract accordingly subject to consultation. **Clerk and Library Manager to pursue further information for November Full Council.**

### H21/21 Annual appraisals

**CONSIDERED** the approach to the above given COVID-19 disruptions. **RESOLVED** to adjust the normal annual appraisal process dates for all staff to January (commencement of the process), beginning 2022. Cllrs Ripper/Rodda. Unanimous. **Clerk to inform staff.**

Signed:

Date:

*\*A Ley left the meeting*

**H22/21 Office rota**

**CONSIDERED** changes to the above and delegated authority to the Clerk to make necessary arrangements including provision for a fourth workspace. **Clerk to action and keep HR Members informed.**

**H23/21 Environment and Property Manager Probationary period ending**

**CONSIDERED** as above and **RESOLVED** to confirm the permanent appointment of E Goater. Cllrs Clark/Rodda.

Unanimous.

The meeting closed at 10:45.

Signed:  
Date: