



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
www.stagnes-pc.gov.uk

Human Resources Committee meeting – 16th November 2021

Minutes of the meeting as above, held in the Parish Rooms, 17 Vicarage Rd, S. Agnes, 10:00.

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

Absent: Cllrs Roberts, Woolcott.

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

H24/21 Apologies for absence.

RECEIVED from Cllrs Roberts.

H25/21 Declarations of Interest/Requests for Dispensation. None.

H26/21 Approval of the minutes of the meeting of 30th September 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

H27/21 Budget considerations 2022/23

CONSIDERED as above. The Clerk was asked to consider any financial implications for apprenticeships or work experience opportunities – particularly from reserves. **Clerk to pursue with Cllr Watson.**

H28/21 Suggested items for next agenda.

NOTED the following: Lone working policy review, with an emphasis on the safety of staff (**Clerk to investigate**); library recruitment update.

H29/21 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 Ripper/Rodda. Unanimous.

H30/21 Matters arising from the minutes. None.

H31/21 Library Staffing

CONSIDERED and reviewed recruitment documents and processes for the above changes agreed at Full Council (120/21). **RESOLVED** to agree the content of the documents and the recruitment process: interview panel = Cllrs Clark, Rodda, the Clerk and Library Manager. Job Title = Children and Community Outreach Assistant. SCP range = 7-12. Advert to be produced and circulated widely ASAP including in paid advertisements. Deadline 1st January, Shortlist 7th January 10am; interviews 14th January. Authority delegated to the interview panel to appoint. Cllrs Ripper/Rodda. Unanimous. **Library Manager and Clerk to pursue.**

The meeting closed at 10:45.

Signed:
Date: