



ST AGNES PARISH COUNCIL

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Human Resources Committee meeting – 24th March 2022

Minutes of the meeting as above, held in the Parish Rooms, 17 Vicarage Rd, St Agnes, 10:45.

Present: Cllrs Clark (Chair), D Brown, Ripper, Rodda, Woolcott (late arrival).

Absent: Cllr Slater.

In attendance: L Dunkley, Parish Clerk.

H48/21 Apologies for absence.

RECEIVED from Cllr Slater.

H49/21 Declarations of Interest/Requests for Dispensation. None.

H50/21 Approval of the minutes of the meeting of 20th January 2022.

RESOLVED 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/Rodda. 3 in favour, 1 abstained: Cllr D Brown.

H51/21 Expenditure on training for maintenance team

RESOLVED to spend on [agreed training](#), comprising £1,720 on essential training and £1,060 on additional chainsaw training as agreed by the working group set up at Full Council on 7th March 2022. Cllrs Ripper/Rodda. Unanimous.

H52/21 Expenditure on training for play area inspectors

CONSIDERED [as above](#) and who the Council might fund or charge. **RESOLVED** to fund spaces for 3 Council staff and up to two members of each play group management committee (Porthtowan, Goonown, Mount Hawke, Blackwater), and offer out other spaces should there be any spare, to local Councils at a proportionate charge. Cllrs Clark/Rodda. Unanimous. **Clerk to liaise with management groups and Local Councils.**

**Cllr Woolcott entered the meeting*

H53/21 Expenditure on training for all Councillors

CONSIDERED a bespoke session as above delivered by Cornwall Association of Local Councils. **RESOLVED** in principle to proceed with a four hour session to include 4 sessions on Code of Conduct, Roles and Responsibilities, Meetings/Chairing, Social Media, subject to costings. To include a 30 minute break with refreshments (e.g. pasty and tea/coffee. Cllrs Clark/D Brown. Unanimous. **Clerk to pursue.**

H54/21 Expenditure Carbon Literacy training

CONSIDERED the recommendation of the Environment & Property Committee that 1 Cllr and the E&P manager attend Carbon Literacy Training and go on to train staff and Cllrs. **RESOLVED** to fund up to the value of £500 per person (2 people maximum). Cllrs Ripper/Rodda. Unanimous. **E&P Manager to pursue.**

H55/21 Chartered Institute of Library and Information Professionals (CILIP) Membership for the Library Manager

CONSIDERED funding [as above](#) and **RESOLVED** to register the Library Manager as a Member. Cllrs Rodda/Ripper. Unanimous.

H56/21 Suggested items for next agenda.

Signed:

Date:

NOTED: Lone working policy; staffing matters surrounding vandalism at public toilets; full training for Cllrs; Revival of spreadsheet for Cllr training, and new matrix for Staff training and qualifications.

H57/21 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.

H58/21 Matters arising from the minutes. None.

H59/21 Facilities Operative vacancy

RECEIVED an update as above. A Kalber has been appointed subject to references and will start soon.

60/21 National Salary Award

NOTED that the above [rise of 1.75%](#) applies to Council staff.

61/21 Appraisal completion – all staff

NOTED each completed appraisal form for every member of staff, completed in February and March 2022.

CONSIDERED matters arising from the appraisals.

The meeting closed at 11:25.

Signed:

Date: