



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 – 9th March 2023

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

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

Absent: None.

In attendance: L Dunkley, Parish Clerk.

H42/22 Apologies for absence. None.

H43/22 Declarations of Interest/Requests for Dispensation. None.

H44/22 Approval of the minutes of the meeting of 10th January 2023.

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 Clark/Ripper. Unanimous.

H45/22 Staff timesheets update

RECEIVED as above. A form is being trialled in March for the maintenance team, with a view to being implemented fully from 1st April 2023.

H46/22 Society of Local Council Clerks conferences

RECEIVED a [report](#) as above. **RESOLVED** to enable, and fund, the Clerk to attend the three in-person SLCC conferences outlined each year. Cllr Ripper/Rodda. Unanimous.

**Cllr Woolcott entered the meeting*

H47/22 Suggested items for next agenda.

NOTED: First year review: Children's and Communities Outreach Assistant: To CONSIDER and to RESOLVE a course of action if applicable. Lone working policy action per minute H34/22. Maintenance team and protocol on handling tasks outside of remit.

H48/22 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 Rodda/Woolcott. Unanimous.

H49/22 Matters arising from the minutes. None.

H50/22 Completion of Probationary period: Maintenance Support and Facilities Operative

NOTED as above. The staff member has now transitioned to the permanent contract. The Committee are delighted with the output of the member of staff.

H51/22 Update on outcomes of Pay reviews for all staff

RECEIVED as above. All staff have been informed of the outcomes and any changes will be implemented from April 2023.

Signed:

Date:

H52/22 Job Description and role review: Assistant Handyperson

CONSIDERED as above. **RESOLVED** to add a further 3 hours per week to the contract of employment from 1st April 2023 for a trial period of 6 months, with the time used for desk-based work in conjunction with the E&P Manager. Cllr Rodda/G Brown. Unanimous. **E&P Manager to give updates on the work done at this point for the first 6 months.**

H53/22 Job Description review: Clerk

CONSIDERED as above. **RESOLVED** to adopt the new Job Description document. Cllrs Ripper/G Brown. Unanimous.

H54/22 Reduction in hours request

RECEIVED as above from a member of staff. **CONSIDERED** implications and **RESOLVED** to reduce the hours of the Facilities Operative by 6 per week during the summer period, to be offset per plans drawn up by the E&P Manager, notably the removal of a second clean of Porthtowan and Trevaunance Cove WCs each Monday. Cllrs D Brown/Ripper. Unanimous.

The meeting closed at 11:25.

Signed:
Date: