



ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC
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Human Resources Committee meeting – 27th October 2023

Minutes of the meeting as above, held in the Parish Rooms, 17 Vicarage Rd, St Agnes, at 10:15.

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

Absent: Cllrs Kimberley, Rodda.

In attendance: C Callaway, Deputy Clerk.

H22/23 Apologies for absence.

RECEIVED from Cllr Rodda.

H23/23 Declarations of Interest/Requests for Dispensation. None.

H24/23 Approval of the minutes of the meeting of 7th September 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 Ripper/D Brown. 4 voted in favour. 1 abstained: Cllr G Brown.

H25/23 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/G Brown. Unanimous.

H26/23 Matters arising from the minutes.

Minute H15/23 – First year review of Children's and Communities Outreach Assistant to be placed on next agenda.

H27/23 Flexible working, office structure, Clerk position

RECEIVED reports and correspondence on the above. **DISCUSSED** the proposal to pursue a staffing restructure at length and **CONSIDERED** the existing Clerk's flexible working request.

The Committee acknowledged that the current Clerk had been an asset to the Parish Council and his work was greatly appreciated. However, they recognised that it was the job role itself and what was best for St Agnes Parish Council and the community which must be considered, and not personal reports within the organisation.

The Committee stressed the need to ensure that Parish Council services be effective and sustainable for the future and agreed that the existing staffing structure which had evolved while the Clerk had been in office should be retained and protected - a new flexible working arrangement would bring about contractual changes and complications, with the potential of having to revert back to the status quo in the future if the proposed restructure proved unsuccessful for whatever reason.

Further, the Committee felt that the Parish Council was looking to provide more physical Officer engagement and less lone working moving forward; this could not be achieved with a part-time Clerk who worked remotely for the majority of each month. Members believed that St Agnes Parish Council needs a full-time, locally based, permanent leader who fulfils the whole job description, in order to manage pressure on staff and be available to Councillors and parishioners alike. It was deemed unreasonable to expect the current Clerk to travel such great distances to attend meetings and the Committee could not justify awarding travel expenses at public cost.

It was also noted that Environment and Property Committee meetings should continue to take place every month and not bimonthly, as proposed, as this could slow down Council business even further.

Signed:

Date:

For these reasons, it was **RESOLVED** to revert back to resolution H21/23, to accept the resignation of Lee Dunkley as Clerk to St Agnes Parish Council and to continue with the full-time Clerk recruitment process. Shortlisting of new Clerk applications to take place on Monday 30th October at 9:30 am in the Parish Rooms; all members of the HR Committee invited to attend the process. New Clerk interviews to take place on 6th November. Cllrs D Brown/Ripper. Unanimous. **Chair of HR to write to L Dunkley to formally accept his resignation.**

The meeting closed at 11:25

Signed:
Date: