

**St Cleer Parish Council**

**Minutes of the Human Resources Meeting on 14<sup>th</sup> May, held virtually.**

Sue Harbord, Councillor	Chair of Council Vice Chair of HR Committee	In attendance
Jon Prinn	Chair of Estates	In Attendance
Tony Turton, Councillor	Appointed	In attendance
Brian Smith, Councillor	Chair of FGPC	In attendance
Andy Webb, Councillor	Chair HR Committee Vice Chair of Council	In attendance
Roni Jones		In attendance
Members of the Public		0

<b>Agenda item No.</b>	<b>Apologies for Absence</b>	
1	As above	
2	<p><b>Members declarations</b></p> <ul style="list-style-type: none"> <li>a. Disclosable pecuniary interests</li> <li>b. Non-registerable interests</li> <li>c. Declarations of gifts</li> <li>d. Applications for dispensations</li> </ul> <p>None</p>	
3	<p><b>Motion to Restrict the meeting due to the Agenda</b></p> <p>Under the Local Government Act 1972 ss 100 and 102 the meeting was proposed as restricted a its terms related to engagement and terms of service</p> <p>Proposed by AW, seconded SH and carried</p>	
4	<p><b>Minutes of Previous meeting</b></p> <p>To receive and approve minutes of the last meeting(s)</p> <p>The minutes of the 04.09.2019 were proposed as an accurate record by AW and seconded by SH and carried</p>	
5	<p><b>Clerk Report</b></p> <p>Discussed in full with various actions and matters to be presented to Parish</p>	
6	<p><b>Training</b></p> <p>Quiz discussed and to be circulated</p>	

7	<p><b>TOR for the 19/20 year (With pay policy appended)</b></p> <p>To be readopted by Parish for the year – minor amendments only</p>	
8	<p><b>Lone Working Policy</b></p> <p>It was proposed that this policy was referred to Parish to be adopted by AW and seconded by TT; Lone worker apps to be investigated. Motion Carried</p>	
9	<p><b>Clerk Workplan</b></p> <p>Action List – The Clerk discussed her workplan particularly noting the matters in relation to the Allotments</p>	