

ST CLEER PARISH COUNCIL

DRAFT Minutes of the HR Committee meeting of the Parish Council held on 7th August 2024, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Drafted 09.08.24 by Clerk Katie-Marie Goodwright

Agenda points are in black and minutes are in blue

Reference	Item	Outcome
07.08.2024 - 1	Persons Present/Apologies To note persons, present and receive apologies for absence. MINUTES - Present Cllr Jonathan Prinn Cllr Sue Harbord Cllr Chris Piper Cllr Brian Smith (arrived. 19:02) Clerk Katie-Marie Goodwright	
07.08.2024 - 2	Receive any Declarations of Interest from Members/Dispensations 1. Disclosable pecuniary interests 2. Non-registrable interests 3. Declarations of gifts 4. Applications for dispensations MINUTES - None	
07.08.2024 - 3	Election of committee Chairman and Vice Chair MINUTES - <u>Cllr Harbord proposed Cllr Prinn as Chairman - seconded by Cllr Piper</u> - <u>Cllr Prinn proposed Cllr Smith as Vice Chair - Seconded by Cllr Piper</u>	<u>Carried</u> <u>Carried</u>
07.08.2024 - 4	Discuss action plan for Clerk MINUTES - Cllr Prinn noted that the new clerk Katie has been in post since May and wanted to formalise an action plan with the HR Committee for her first 6 months in post (nothing related to her performance) - Cllr Prinn has been meeting with Katie every week since she started in May to do an induction and guide her through what is required of the role 19.02 Cllr Smith arrived - Cllr Prinn proposed that the first action of the plan will be for Katie to learn the basic requirements for the Clerk / RFO. This would involve:	

ST CLEER PARISH COUNCIL

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	<ul style="list-style-type: none"> - 1- Getting abreast of agenda and minutes in timely fashion, put on website etc - 2 - Producing a monthly payment summary - 3 - Updating the website - agendas, notices, etc - 4 - Regular planning updates and completion of portal - 5 - Submission of 23 / 24 agar and action of public rights - 6 - Creating a database of the councils information, particularly relating to health and safety requirements - 7 - Getting abreast of allotment policy procedures and invoicing <p>- Second action - make a plan for updating council policies, and present them to the council for review. Priorities are</p> <ul style="list-style-type: none"> - 1 - financial policies / procedure - 2 - HR policies / procedure - 3 - General policies and procedure <p>- Third action - get up to date with financial process and ensure good financial controls, including completing a monthly financial summary.</p> <p>- Fourth action - Complete ILCA and FILCA - Katie has registered for ILCA and will do the FILCA after</p> <p>Rest of the committee were invited to comment on the above or make further suggestions - none made.</p> <p>Jon has created a document outlining the above to send to the rest of the council</p> <p><u>Cllr Prinn proposed the above action plan to work to until probation in November - Secoded by Cllr Piper</u></p> <p>Sue has been meeting with Katie before the payment schedule is presented to the council to double check the invoices - this is already in place to ensure good financial control.</p>	<p><u>CARRIED</u></p>
<p>07.08.2024 - 5</p>	<p>Delegate authority to two HR members to complete formal monthly reviews of the Clerk</p> <p>MINUTES</p> <p>Part of Katies contract is a monthly review - this has been done informally with Cllr Prinn weekly, but it would be preferred if two other councillors partake in her</p>	

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	<p>monthly review. Cllr Prinn outline that this would be by way of a form that he has created outlining the action plan to review her performance</p> <p>Two HR Committee members to complete formal monthly reviews of the clerk</p> <ul style="list-style-type: none"> - Cllr Piper proposed himself - Cllr Smith proposed himself subject to other commitments - Cllr Harbord proposed herself as an alternative if Cllr Piper or Cllr Smith are unavailable <p><u>Cllr Prinn proposed the above, and to carry out the first formal review of the Clerk at 6.30pm on the 21st august - Seconded by Cllr Harbord - carried</u></p>	<u>CARRIED</u>
07.08.2024 - 6	<p>Any Other Business</p> <p>MINUTES</p> <ul style="list-style-type: none"> - Cllr Smith asked Katie what she expects of the council. Katie replied to say to be given help where she might ask for it - Cllr Piper asked how we are looking for new councillors to fill our vacancies. Cllr Prinn said we have posted on Facebook and had lots of interest. We have had 1 formal application. <p>Meeting finished 19.28</p>	

Signed by: Katie-Marie Goodwright

Signed:

Date: 09.08.24

Ratified by council on: