



HR Committee Meeting Minutes for Tuesday 17 June 2025

HRC 1 / 25 Attendance and apologies.

Attendance: Cllr Hilton (Chair), Cllr Buxton, and Cllr Evans

Apologies: Cllr Morgan and Cllr Penney

In Attendance: Natalie Hayes - Clerk and Louise Steele Locum RFO

HRC 2 / 25 Disclosure of pecuniary interests and other registerable interests

No members declared a personal interest in items on the agenda.

HRC 3 / 25 To approve the minutes of the HR Sub-Committee meeting 1 May 2025

RESOLVED: That the HR Committee approved minutes of the HR sub-Committee meeting held on 1 May 2025. The Chair signed the minutes as an accurate record of the meeting.

HRSC 4 / 25 To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following items by reason of the confidential nature (detail of staffing arrangements) of the business to be transacted.

RESOLVED: To exclude members of the public.

HRC 5 / 25 Review of the Grievance Policy Adopted February 2021.

TO NOTE: After a discussion was had regarding the Grievance Policy, the Chair asked that a meeting be held remotely to discuss the policy, with all members of the HR Committee and Grievance Panel in attendance.

The Chair will share dates with everyone so the Clerk can schedule a meeting.

HRC 6 / 25 Training Update

TO NOTE: The Clerk updated the committee on the training options for councillors. The committee requested further information be supplied in terms of the costs and available budget.

HRC 7 / 25 Update from the Clerk

The Clerk updated the Committee on her completion of ILCA and enrolment on to the introduction to CILCA course starting in July. An update was provided on the services offered by Croner and the work they are currently undertaking to support the Clerk in her role. The Clerk and facilities officer attended a meeting to review Health and Safety processes, procedures and relevant training. Croner offer a package to manage this for the Parish Council at a monthly cost. The Clerk is going to review how other Parish Councils manage this without incurring additional costs.

HRC 8 / 25 To receive an oral update from the Chair of the HR Committee

At this point in the meeting Natalie Hayes left the meeting.

Once the confidential session was concluded, Natalie Hayes returned to the meeting at 12.45pm.

RESOLVED: The Chair of the Recruitment Working Group reported that subsequent to a brief meeting of the group held remotely on the 16th June 2025 the groups recommendation was that it be confirmed that Natalie Hayes had successfully completed probation.

The meeting started at 11.13am and closed at 12.50pm

Signed as a true record of the meeting:

Signed: _____

Dated: _____