SUNNINGDALE
PARISH COUNCIL

HR Committee Meeting
Minutes Tuesday 10 March 2026

HRC 45 / 25 Chair welcome

The Chair opened the meeting and reminded attendees of the fire regulations and to switch mobile phones to silent.

HRC 46 / 25 Attendance and apologies.

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

Apologies: Cllr Penney

In Attendance: Natalie Hayes – Clerk/RFO

HRC 47 / 25 Disclosure of pecuniary interests and other registerable interests

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

HRC 48 / 25 Minutes of HR meeting 4th December 2025 and 15 January 2026

RESOLVED: To approve the minutes of the HR meeting held on 4 December 2025 and 15 January 2026.

HRC 49 / 25 Mobile Phone policy

The committee discussed the mobile phone policy and had the following points to note.

Cllr Buxton's feedback:

- Asked if the policies in general an introductory statement and a form could have so that councillors could confirm they have understood and agree to them. She also asked that all policies be formatted to the same template.
- Remove part 1 from section 5.
- Reword section 4 regarding no unauthorised software to be downloaded and add that the Clerk is to authorise.
- Suggestion to amend to say officers and remove councillors from the policy so not to confuse matters. Amend the title of the document

TO NOTE: The Clerk advised that formatting the policies was already something that she would like to implement and advised it would be part of a wider project to create a new policy section on the Parish Council website.

Cllr Morgan's comments were:

- Policies should be scrutinised and advised who is responsible for them
- Acceptable use – replace significant with no additional costs to be incurred e.g. international calls, sharing photos can cause additional costs to be incurred.

- Limited personal use on the phone – rephrase this section
- Paragraph 8 – review as language is negative, suggestion to use out of hours during exceptional and appropriate circumstances
- Out of hours contact for the public; do local Parish Council have any research on the matter as to why they have this service for residents.

ACTION: Clerk to explore what other Parsh Councils do in regard to out of hours contact, and report back to the next HR committee meeting.

HRC 50 / 25 Staff Handbook

The Clerk gave an update on the status of the Staff Handbook. The following points were raised:
Add an introduction section to advise it's a working document

Check that the approved grievance policy is replicated in the handbook – section 5.4

Include TOIL in the handbook once this policy has been approved

The layout of the handbook should be addressed so each policy starts on a new page for ease of use, and the contents page updated accordingly.

Ensure the Data protection and IT policy align with new regulations

Ensure there is a section on the following in the handbook: reference to the employee contract, Lone worker policy, TOIL Policy and Out of hours. Cllr Hilton advised that she had shared these policies with the committee previously.

Add note about no drinking whilst on duty during working hours, for all employees, make it a blanket approach for all employees

ACTION: Clerk to add notes and update the document and then share with HR Committee. Clerk to share Croner contract with HR committee and speak to account manager to review the account.

HRC 51 / 25 Company Vehicle rules

The committee discussed the company vehicle rules. Several points were raised, including:

In general, they thought the policy wasn't suitable for a Parish Council.

Intro to the document required so summarises the document.

Policy should be related to the employee contract, which needs to be addressed.

Discussion around if can be used for personal use and process for approving this as required.

The committee noted that the installation of a dashcam may reduce insurance costs.

Record actions for transparency e.g. log milage

If vehicle is used for the job, it would be linked to the employment contract.

Can add in a policy that there is to be no drinking alcohol whilst on duty (link to contract when reviewing all employee contracts)

Remove references to company car, and state it is a council vehicle.

ACTION: Clerk to review the document based upon feedback and create a new updated version to be shared with all the HR Committee for further review.

HRC 52 / 25 Expenses Policy

The committee discussed the Expenses Policy, and the following points were raised:

Own vehicle section and claiming mileage; Cllr Evans asked if electric rates could be included in the policy, currently only has petrol. (Gov.uk would have appropriate information on this matter)

Hotels – reword this so would only be appropriate when relates to training events. Add a figure for hotels, up to £500, so it is aligned within the Clerks delegated authority.

Own vehicle section - add in reference to officers, not just councillors

ACTION: For transparency going forwards, any expenses claimed by the Clerk are to be approved by Chair of HR.

HRC 53 / 25 TOIL Policy

The committee discussed the TOIL Policy, and the following points were raised:

Cllr Buxton advised that there was nowhere within the policy that stated overtime should be paid for officers under spinal column point 22.

The Committee are to review TOIL payment for all officers not just those SCP 22 and below.

TOIL should be taken within timescale, when goes over an upper limit, look to pay for overtime.

HR committee suggested that they review hours worked every 6 months to address any requirements.

Principle governing section – add Council Events as an example to be included.

Cllr Evans requested that the budgets align with any amendments that are made to the policy and paying TOIL.

ACTION: Clerk to provide update to HR committee when TOIL accumulated for all officers and when it was accumulated over the last 2 years.

ACTION: Amend document to say officer/s and not employee.

ACTION: Take to next meeting with more background information provided e.g. hours worked, feedback from other Clerks and parish councils with their guidelines for claiming overtime and TOIL.

HRC 54 / 25 Code of Conduct Policy Review

The committee discussed the Code of Conduct policy, and the following points were raised:

Cllr Evans asked if NALC had made any changes since the code of conduct was reviewed in May 2025.

The Clerk advised that there had been changes to the code of conduct in 2025, particularly in relation to the use of social media and electronic communications by Councillors.

ACTION: Clerk to share with all councillors the updates to the code of conduct in reference to social media.

HRC 55 / 25 Appointment of Vice-Chair of the HR Committee

This item was bought forward on the agenda and considered immediately after item HRC 48/25.

Cllr Hilton proposed the nomination of Cllr Buxton as Vice-Chair of the HR Committee, which was seconded by Cllr Evans.

RESOLVED: That Cllr Buxton be appointed Vice-Chair of the HR Committee.

HRC 56 / 25 Information Sharing

Cllr Hilton updated the committee on the appraisal section of the Standing orders not aligning with other policies being inconsistent.

The Clerk advised that her report would be shared with the committee via email as the meeting was running behind schedule.

HRSC 57 / 25 To resolve to exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted (staffing arrangements).

Although these agenda items were held in confidential session, the minutes are not considered confidential.

Part 2 – Confidential

HRC 58 / 25 Update from the Chair of the HR Committee

At 11:05am the Clerk left the meeting so that matters of a confidential nature could be discussed.

The Clerk returned to the meeting at 11.15am.

The Chair provided an overview of the HR matter and advised that legal advice had been sought. Several questions were raised by the committee that the Clerk would request answers to from Wellers Hedley, the appointed solicitors.

The meeting started at 10:05 am and closed at 12:23 pm.

Signed as a true record of the meeting:

Signed: ______________________________

Dated: ______________________________