



HR Committee Meeting Minutes Tuesday 9 June 2026

HRC 01 / 26 Chair welcome

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

TO NOTE: It was requested that all draft policies on future agendas include a “draft” watermark. The Clerk will circulate a list of all policies to Full Council so that committees can review and take responsibility for each.

HRC 02 / 26 Attendance and Apologies for absence

Attendance: Cllr Evans (Chair), Cllr Buxton, Cllr Coxon, Cllr Hilton (Vice-Chair), and Cllr Penney

In Attendance: Natalie Hayes – Clerk/RFO

TO NOTE: Cllr Penney had not been formally appointed to the HR Committee at the Annual Meeting of Council and was therefore unable to vote.

HRC 03 / 26 Disclosable pecuniary interests and other registerable interests

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

HRC 04 / 26 Minutes of HR meeting 10 March 2026

RESOLVED: The minutes of the HR Committee meeting held on 10 March 2026 were approved and signed by the Chair of the Committee at that time.

HRC 5 / 26 Appointment of Vice-Chair of the HR Committee

RESOLVED: Cllr Hilton was appointed as Vice-Chair of the HR Committee.

(Proposed by Cllr Evans, seconded by Cllr Buxton)

HRC 6 / 26 Mobile Phone Policy

The committee reviewed the updated Mobile Phone Policy.

COMMENTS:

- Remove personal elements for clarity
- Ensure consistent use of “shall” instead of “may”
- Section 6 (Driving & Safety): rewrite as subsections conflict
- Section 8: retain part (b); rewrite remaining sections

- Include purpose of mobile phone use (e.g. lone working, with cross-reference to relevant policies)

NEXT STEPS:

The Revised version to be presented at the September Council meeting

ACTION:

The Clerk is to amend, clearly highlight changes, and circulate to the HR Committee by end of the month.

HRC 7 / 26

Driving for Work Policy

The updated policy was reviewed.

COMMENTS:

- Include rationale (WHY), not just requirements (WHAT)
- Clarify mobile phone provisions in line with legal requirements
- Hands-free kits required for work-related calls while driving
- Distinguish between paid staff and volunteers
- Require valid licence and insurance (including business use where mileage is claimed)
- Use of logbook for council vehicles (record driver, purpose, mileage)
- Avoid “may”; use “shall” or “must”
- Council vehicles must be used where available

HRC 8 / 26

Code of Conduct Policy Review

RESOLVED:

The Code of Conduct Policy, including RBWM appendices, was approved for submission to Full Council on 16 June 2026.

HRC 9 / 26

Staff Handbook

TO NOTE:

The Clerk confirmed the Staff Handbook is complete after over a year of work. It will be issued as a working document.

No comments were raised; any feedback should be directed to the Clerk.

HRC 10 / 26

Expenses Policy

The updated policy was reviewed.

COMMENTS:

- Rewrite Section 3 and proofread document
- Clearly distinguish between councillors and officers
- Mileage to be claimed from place of work, not home
- Clarify “reasonable” expenses (e.g. hotels)
- Suggested hotel cap: £120 outside London
- Define meal allowances clearly
- Clarify “out-of-pocket” expenses
- Specify Chair approval where required
- Include strategic overview and operational detail
- Add statement: Council decision is final
- Encourage car sharing (link to driving policy)
- Research other parish council policies

- Corporate card section to align with future policy
- Receipts required for all claims (audit trail)
- Cross-reference relevant policies and handbook
- Use consistent terminology (“Officers”)

NEXT STEPS: The final version will go to the September meeting.

ACTION: The Clerk will revise, highlight changes, and circulate by end of the month to the HR Committee.

HRC 11 / 26 TOIL Policy

The Clerk presented the new TOIL Policy.

COMMENTS:

- Clarify applicability (Clerk and officers)
- Define upper limits
- Clarify whether TOIL is for unforeseen work
- Reconsider 6-month timeframe for use
- TOIL to be raised promptly, not delayed
- Review TOIL at each HR meeting
- Clarify difference between TOIL and overtime
- Clerk to approve TOIL in advance and monitor usage
- Separate policy from operational procedures
- Include staff welfare and duty of care

HRC 12 / 26 BACS Payroll paper

RESOLVED: To approve the BACS Payroll paper for submission to Full Council on 16 June 2026.

ACTION: Highlight preferred supplier and include an additional parish council reference.

HRC 13 / 26 Date of next meeting

TO NOTE: The date of the next meeting is Thursday 10 September at 9.30am.

HRC 14 / 26 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).

RESOLVED: To exclude members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 due to confidential business.

Part 2 – Confidential

HRC 15 / 26 Update from the Chair of the HR Committee on a HR Matter

The Chair formally opened the confidential session.

The Vice-Chair provided an update on an ongoing HR matter, supported by the Clerk.

TO NOTE: Committee feedback was received, including Cllr Coxon who was recently appointed to the committee.

ACTION: Feedback and questions to be collated and shared with solicitors, with a report back at the next meeting. An oral update would be provided at the Full Council meeting on the 16 June 2026.

The meeting started at 9.35am and closed at 11.02am.



Natalie Hayes
Clerk and RFO

18 June 2026