

**MINUTES OF TROWELL PARISH COUNCIL HR COMMITTEE MEETING  
HELD ON TUESDAY 4<sup>TH</sup> APRIL 2023 AT 7PM.**

**Councillors Present:**

Cllr. M. Pope, Cllr. H. Cumberpatch, Cllr. C. McGann, Cllr. S. Frost.

**Meeting Opened at 7.08pm**

**09/22. Apologies for absence.**

Apologies were received from Cllr. G. Cotton

**Proposed, Seconded. Unanimously agreed by all Members.**

**10/22. Declarations of interest (in accordance with the Localism Act 2011)**

None.

**11/22. To Elect a Vice Chair of the Committee.**

Nominated: Cllr H Cumberpatch.

**Proposed, Seconded. Unanimously agreed by all Members.**

**12/22. To consider a Day – to – Day Manager for the Clerk.**

**Proposal: Cllr C. McGann to be the Clerks point of contact.**

**Seconded. Unanimously agreed by all Members.**

**13/22. Exclusion of the Press and Public. To Resolve that in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960 Section 1 (2) due to the confidential nature of the business to be transacted.**

**Unanimously agreed by all Members.**

**14/22. Staffing Matters.**

- A. Contracts – Reviews taking place and further information is required.**
- B. Appraisals – Dates reviewed and protocols to be drawn up.**

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- C. Training – Discussed. Clerk to continue training. All staff be up to date with required training.  
Proposed, Seconded. Unanimously agreed by all Members.

15/22. Date of Next Meeting.

Tuesday 23<sup>rd</sup> May 2023 7pm.

Signed  .....

Date .....