

**Minutes of the HR Committee of Trowell Parish Council held at Trowell Parish Hall, Tuesday 7th
November 2023, starting at 6pm.**

Item Ref	Description	Action
10/23.	Chairmans Welcome and Report. The chair welcomed members to the meeting. And invited members that were available to attend the Remembrance Sunday event.	
11/23.	Apologies for Absence. The Clerk is to receive notification no later than 3pm on the day of the meeting. a) Councillors to note any apologies for absence – None received. b) Councillors to vote on acceptance of any apologies for absence – None received	
12/23.	Declarations of Interests. Councillors to declare interests in subsequent agenda items as follows: a) Pecuniary interests – None. b) Other registerable interests – None. c) Non-registerable interests – None.	
13/23.	Minutes. Councillors reviewed and approved the minutes as true record of the business conducted at the meeting held on the 27 th June 2023 and the 26 th September 2023.	
14/23.	Policies and Procedures. Councillors reviewed and approved the following policies with some minor changes. The following policies will be taken to full council for adoption. a) Complaints Procedure. b) Grievance Policy. c) Disciplinary Policy. d) Anti – Harassment & Bully Policy (Non-Staff). e) Anti – Harassment & Bullying Policy (Staff).	Full Council
15/23.	Exclusion of the Press and Public. Councillors voted to close the meeting to press and public to review matters of confidential & commercially sensitive nature.	
16/23.	Staffing Matters a) Councillors reviewed the position of Second Caretaker and ways to advertise the position. Recommendations will be taken back to Full Council. b) Councillors discussed the Clerks Contract and agreed the chair would take independent advice and will report back to committee. c) Appraisal dates will be set for the end of November.	Full Council
17/23.	Date of Next Meeting: Date to be confirmed.	

Meeting Closed at 7.52pm

Signed _____ J Goold Date 4th January 2024