

**Minutes of the HR Committee of Trowell Parish Council held at Trowell Parish Hall, 4<sup>th</sup> January 2024, starting at 6.28pm.**

**Present:** Helen Cumberpatch, Si Frost, Jan Goold, Cynth McGann.

**In attendance:** Jane Murden (Clerk & RFO), Michelle Harvey.

Item Ref.	Description	Action
18/23.	<b>Chairmans Welcome.</b> Chair welcomed members and thanked them for attending the meeting. A report was given by the chair regarding the items on the agenda.	
19/23.	<b>Apologies for Absence.</b> a) Councillors to <b>note</b> any apologies for absence – <b>none received.</b> b) Councillors to <b>vote</b> on acceptance of any apologies for absence – <b>none received.</b>	
20/23.	<b>Declarations of Interests.</b> a) Pecuniary interests – <b>none declared.</b> b) Other registerable interests – <b>none declared.</b> c) Non – registerable interests – <b>none declared.</b>	
21/23.	<b>Minutes.</b> Councillors reviewed and <b>approved</b> the minutes as a true record of the business conducted at the meeting held on the 7 <sup>th</sup> of November 2023.	
22/23.	<b>Items of Confidentiality.</b> Councillors <b>voted</b> on a motion to close the meeting to the press and public – Pursuant to section 1 (2) of the Public Bodies (admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press will be asked to leave the meeting.	
23/23.	<b>Staffing Matters.</b> a) Councillors to review and approve Clerk & RF) contract – <b>Deferred to obtain further information.</b> b) Councillors to review and approve staff pay scale – <b>Deferred to obtain further information.</b>	Clerk & JG  Clerk & JG
24/23.	<b>Date of Next Meeting: TBC</b>	

**Meeting Closed at 6.32pm**