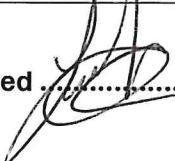


**Minutes of the HR Committee of Trowell Parish Council held at Trowell Parish Hall, Tuesday
20th February 2024, starting at 10am.**

Present: Si Frost, Michelle Harvey, Debbie Hopwood, Cynth McGann

In attendance: Jane Murden (Clerk/RFO)

Item Ref	Description	Action
33/23.	Chairmans Welcome. Chair of the committee welcomed members to the meeting.	
34/23.	Apologies for Absence. a) Councillors noted apologies received from HC. b) Councillors voted to accept apologies received from HC.	
35/23.	Declarations of Interests. Councillors to declare interests in subsequent agenda items as follows: a) Pecuniary interests – None received. b) Other registerable interests – None received. c) Non-registerable interests – None received.	
36/23.	Minutes. Councillors reviewed the minutes and approved the minutes as a true record of business conducted at the meeting held on the 13 th of February 2024.	
37/23.	Items of Confidentiality. Councillors voted 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.	
38/23.	Staffing Matters. a) To review the Clerks contract and salary scale. Proposal to engage a HR job evaluation. Recorded vote. For - DH CMG – Against - SF MH. Due to a tied vote the chair used his casting vote. The council will not be engaging a HR job evaluation. Resolved to suspended standing order 3 x. Meeting Closed at 12.14pm and all items not dealt with to be put on next agenda. b) To review the Caretakers contract and salary scale – Deferred to next meeting. c) To set dates for annual appraisal for staff – Deferred to next meeting.	
39/23.	Policies and Procedures. Members of the committee to review and make recommendation to Council for adoption. a) Staff Recruitment Policy and Procedures – Deferred. b) Sickness Absence Policy – Deferred. c) Expenses Policy – Deferred. d) Lone Working Policy – Deferred.	
40/23.	Date of next meeting: 29th February at 1pm.	

Signed  Date 29/2/24 Meeting closed at 12.14pm