

**MINUTES OF TROWELL PARISH COUNCIL HR COMMITTEE MEETING
HELD ON TUESDAY 4TH 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 23rd May 2023 7pm.

Signed 

Date