

**Minutes of the HR Committee of Trowell Parish Council held at Trowell Parish Hall,**

**Tuesday 27<sup>th</sup> June 2023, starting at 6.30pm.**

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

**In attendance:** Jane Murden (Clerk & RFO)

Item Ref	Description	Action
01/23.	<b>Election of Chairman.</b> Councillors <b>voted</b> to appoint Jan Goold as chairman of the committee for the year to May 2024.	
02/23.	<b>Election of Vice Chairman.</b> Councillors <b>voted</b> to appoint Helen Cumberpatch as vice chairman of the committee for the year to May 2024.	
03/23.	<b>Apologies for Absence.</b> a) Councillors to <b>note</b> any apologies for absence – <b>None</b> received. b) Councillors to <b>vote</b> on acceptance of any apologies for absence - <b>None</b>	
04/23.	<b>Declarations of Members' interests.</b> a) Pecuniary interests – <b>None.</b> b) Other registerable interests – <b>None.</b> c) Non-registerable interests – <b>None.</b>	
05/23.	<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 4 <sup>th</sup> of April 2023.	
06/23.	<b>Review of HR Committee Terms of Reference.</b> Councillors reviewed and <b>approved</b> the terms of reference and the terms of reference will be taken back to full council for adoption.	Full Council
07/23.	<b>Exclusion of the Press and Public.</b> Councillors <b>voted</b> to close the meeting to press and public to review matters of confidential & commercially sensitive nature.	
08/23.	<b>Staffing Matters.</b> a) Councillors reviewed the staffing levels and requirements for running the hall. Councillors <b>voted</b> to recommend a second caretaker be appointed.	Full Council
09/23.	<b>Date of Next Meeting:</b> 26 <sup>th</sup> September 2023 at 6.30pm. Items for the agenda should be submitted to the Clerk by 15 <sup>th</sup> September 2023.	

Meeting closed at 7.17pm

Signed

J. Goold

Date:

7/11/23