

The HR Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting

Held on: Zoom Videoconferencing

on: **Tuesday 2nd March 2021 @ 11:00am**

Present:

Councillors; Mrs E. Stewart (Chairman), Mr A. Fletcher & Mr T. Carty.

In attendance:

Mr S Pritchard – Parish Clerk.

No Members of the Public.

Public Question and Comment Time:

(None)

Agenda Number:	Agenda Item:
1	<u>Apologies for Absence:</u> Mr P. Lock – Prior arrangement.
2	<u>Declarations of Interest:</u> None.
3	<u>Adoption of Minutes:</u> <ul style="list-style-type: none">▪ 17th November 2020 <p>The minutes of the last HR Committee meeting had been presented for adoption and had already been published on the Council’s website.</p> <p>It was proposed by Cllr Fletcher to adopt the minutes, seconded by the Chairman and resolved unanimously.</p>
4	<u>HR Committee Budget Update and Assessment of Risks:</u> <ul style="list-style-type: none">▪ Members went through the HR & General Administration budget, line by line. There were no new areas of concern.▪ The Clerk had emailed out to members just before the meeting started the final outturn for the financial year showing that the staffing budget had overspent by £1,187 for the year.▪ Members questioned if there would be any further costs to the External Audit line as the External Auditor had had approach from a member of the Public. The Clerk reported that the Council had been issued with a final External Audit report result / certificate so there was nothing more that would happen. The Clerk agreed to gain confirmation from the External Auditor that

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	<p>they had received the correspondence from the member of Public and had taken them into account when issuing their report.</p> <p style="text-align: right;">Action – The Clerk</p> <ul style="list-style-type: none"> ▪ The Committee agreed that the working from home allowance from December until at least the end of the financial year. This will be on the next agenda for resolution. <p style="text-align: right;">Action – The Clerk</p> <ul style="list-style-type: none"> ▪ Cllr Carty reminded the Clerk that there may be grants available to the Council for the repair of the Town Hall roof. <p style="text-align: right;">Action – The Clerk</p>
5	<p><u>Confidential Session:</u> The Chairman proposed that the committee enter confidential session for agenda item six as it related to employment matters, seconded by the Cllr Fletcher and resolved unanimously.</p>
6	<p><u>Employment Matters:</u></p> <p>A. Report from the Chairman: The Chairman made a report with recommendations that the Committee resolved upon.</p> <p>B. Report from the Clerk: The Clerk made a report with a recommendation that the Committee resolved upon.</p>

End of formal meeting 12:30pm

Signed: _____ Date: _____