

The HR Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting

Held on: Zoom Videoconferencing

on: **Tuesday 4th May 2021 @ 8:15pm**

Present:

Councillors;

Mrs E. Stewart (Chairman), Mr T. Carty, Mrs A Barr, Mr T. Watts & Mr P Lock.

In attendance:

Mr S Pritchard – Parish Clerk.

No Members of the Public.

Public Question and Comment Time:

(None)

Agenda Number:	Agenda Item:
1	<u>Appointment of Committee Chairman:</u> <i>As the Parish Council's Vice-Chairman, Cllr Carty oversaw this agenda item.</i> Cllr Stewart stated that she did not wish to continue in the role and was looking for someone to take over from her. Cllr Barr expressed interest, but felt she needed more experience of the Committee and HR matters. Cllr Carty suggested that Cllr Stewart continue in the role for now and start a handover the role to Cllr Barr. This was accepted by Cllr Stewart who expressed the hope that this could be done by the end of May. It was proposed by Cllr Carty to elect Cllr Stewart as the Chairman of the HR Committee, with a view to Cllr Barr taking on the role in the near future, seconded by Cllr Stewart and resolved unanimously.
2	<u>Apologies for Absence:</u> None received (at this point Cllr Watts had not joined the meeting).
3	<u>Declarations of Interest:</u> None.
4	<u>Adoption of Minutes:</u> <ul style="list-style-type: none">▪ 2nd March 2021

Milborne Port Parish Council – HR Committee: 5th May 2021

Parish Clerk: Simon Pritchard

Website: www.milborneportpc.org.uk

Email: clerk@milborneportpc.org.uk

Signed:.....Date:.....

	<p>The minutes of the last HR Committee meeting had been circulated and had already been published on the Council's website.</p> <p>It was proposed by Cllr Stewart to adopt the minutes, seconded by Cllr Carty, and resolved unanimously.</p> <p>20:30 – Cllr Watts joined the meeting</p>
5	<p><u>HR Committee Budget Update and Assessment of Risks:</u></p> <ul style="list-style-type: none"> ▪ The Clerk had circulated the budget information and had no areas of concern to report. ▪ Cllr Carty noted that with the growing demand on the office's time and with an eye on the forthcoming unification of Somerset Councils, the Council was going to need to spend more on staffing.
6	<p><u>Working from Home Allowance:</u></p> <p>It was proposed by Cllr Carty to make the working from home allowance for the period starting at the beginning of December through to the end of April 2021, seconded by the Chairman and resolved unanimously.</p>
7	<p><u>Cemetery Payments:</u></p> <p>The Clerk explained to the Committee that the current time allowed of one hour to deal with interments was insufficient. Interments involved multiple visits to the Cemetery the processing of paperwork and phone calls.</p> <p>It was proposed by the Chairman to increase the payment for managing interments to three hours, seconded by Cllr Lock and resolved unanimously.</p>
8	<p><u>Confidential Session:</u></p> <p>The Chairman proposed that the committee enter confidential session for agenda item nine as it related to employment matters, seconded by Cllr Watts and resolved unanimously.</p>
9	<p><u>Employment Matters:</u></p> <p>A. Report from the Chairman: The Chairman made a report with recommendations that the Committee resolved upon. The report and associated papers were circulated by email to committee members after the close of the meeting.</p> <p>B. Report from the Clerk: The Clerk made a report.</p>

End of formal meeting 21:35pm

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