

# The HR Committee

## MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting  
Held in the Council Chamber at the Town Hall  
on: **Wednesday 2<sup>nd</sup> March 2022 @ 10:00am**

### **Present:**

Councillors: Mr T. Carty (Chairman), Mr T. Watts, Mr R Lockey, Mr P. Lock

### **In attendance:**

The Parish Clerk: Simon Pritchard  
No Members of the Public.

### **Public Question and Comment Time:**

(None)

<b>Agenda Number:</b>	<b>Agenda Item:</b>
<b>1</b>	<b><u>Apologies for Absence:</u></b> None.
<b>2</b>	<b><u>Declarations of Interest:</u></b> None.
<b>3</b>	<b><u>Adoption of Minutes:</u></b> <ul style="list-style-type: none"><li>▪ <b>2<sup>nd</sup> February 2022</b></li></ul> <p>The minutes of the last HR Committee meeting had been circulated. <b>It was proposed by Cllr Carty to adopt the minutes, seconded by Cllr Lockey and resolved unanimously.</b></p> <p>It was noted that the matter of the Local Council awards was yet to appear on a Full Council agenda.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p>
<b>4</b>	<b><u>Confidential Session:</u></b> <b>It was proposed by Cllr Carty to pass a resolution to exclude the press and public from agenda items five, six and seven as they relate to confidential staffing matters, seconded by Cllr Lockey and resolved unanimously.</b>  The Committee went into closed session

**Milborne Port Parish Council – HR Committee: Wednesday 2<sup>nd</sup> March 2022**

Parish Clerk: Simon Pritchard

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

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<b>5</b>	<p><b><u>HR Committee Budget Update and Assessment of Risks:</u></b> The Committee examined the current budget spending. Members resolved that they always wanted to receive the 'Forecast' version of the accounts reporting. <b>Action – The Clerk</b></p>
<b>6</b>	<p><b><u>May 2022 Town &amp; Parish Elections: Officers Role</u></b> The Clerk explained that as neutral, local government officers the staff of the Parish Council were expected to play a role in supporting all residents who wish to stand for election. In support of this the Parish Office would be open for some extra days in the run up to the deadline for nominations for help with form filling, printing etc. All forms are available from the Parish Council's website to download or hard copy from the office. In their letter to the Clerk, South Somerset District Council (SSDC) had suggested that Officers would be expected to drive over nomination forms to the SSDC offices in Yeovil. It was agreed that Officers of Milborne Port Parish Council would not be offering this service, all candidates would be responsible for getting their own forms to Yeovil. Current Councillors will be asked to deliver leaflets to homes in the parish giving information about how to stand for election.  <u>Annual Parish Meeting:</u> It was noted that historically this has taken place on the third Tuesday of April</p>
<b>7</b>	<p><b><u>Employment Matters:</u></b></p> <p><b><u>A. Report from the Chairman:</u></b> No report</p> <p><b><u>B. Report from the Propper Officer:</u></b> The Clerk reported on one staffing matter, this was resolved upon.  <i>NB: Further information is contained within the confidential notes of the meeting.</i></p>

**End of formal meeting 11:00AM**

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