

# The HR Committee

## MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting

Held in the Council Chamber at the Town Hall

on: **Tuesday 13<sup>th</sup> June 2023 @ 10:00am**

### **Present:**

Councillors: Tim Carty, Rob Lockey, Lyn Harrison.

### **In attendance:**

The Parish Clerk: Simon Pritchard

No Members of the Public.

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

(None)

Agenda Number:	Agenda Item:
1	<b><u>Election of HR Committee Chairman:</u></b> It was proposed by Cllr Lockey to appoint Cllr Carty as Chairman of the HR Committee, seconded by Cllr Harrison. There were no other nominations. It was therefore unanimously resolved to appoint Cllr Carty as Chairman.
2	<b><u>Apologies for Absence:</u></b> Cllr Watts - personal commitment.
3	<b><u>Declarations of Interest:</u></b> None
4	<b><u>Adoption of Minutes:</u></b> The minutes and confidential notes of the meeting held on Tuesday 19 <sup>th</sup> January had been previously circulated. It was proposed by Cllr Carty to adopt the minutes of the 19 <sup>th</sup> January, seconded by Cllr Lockey and resolved unanimously.
5	<b><u>Confidential Session:</u></b>

---

Milborne Port Parish Council – HR Committee – Tuesday 13<sup>th</sup> June 2023

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

# The HR Committee

	<p>It was proposed by Cllr Carty to go into confidential session as the rest of the agenda relates to confidential staffing matters, seconded by Cllr Lockey and resolved unanimously.</p>
6	<p><b><u>HR Committee Budget Update and Assessment of Risks:</u></b> It was noted that accounting software is predicting an underspend on the staffing budget, this is very unlikely given the contractual pay increases yet to be implemented.</p>
7	<p><b><u>Employment Matters:</u></b></p> <p><b><u>A. Report from the Chairman:</u></b> The Chairman made a report to the committee, the full details are contained within the confidential notes of this meeting. It was noted that there is plenty of grant funding around, but that the Parish Council doesn't necessarily have the expertise or resource to tap into this.</p> <p><b><u>B. Report from the Proper Officer:</u></b> The Clerk made a report to the committee, the full details are contained within the confidential notes of this meeting.</p> <p><b><u>Online Banking:</u></b> Cllr Harrison now had a card and reader to access the council's account, but this hasn't been working. Cllr Lockey has also now got a card and reader but has yet to test it. Cllr Wagner is going to contact the bank to obtain a card and reader.</p> <p><b><u>Travel Claim:</u></b> The Clerk presented a travail claim for a years' worth of driving around the Village during 2022. Calculated at £43.20 <b>It was proposed by Cllr Carty that the claim for £43.20 be paid, seconded by Cllr Lockey and resolved unanimously.</b></p>

End of informal meeting 10:31AM

Next meeting agreed as Tuesday 26<sup>th</sup> September – 10am

---

Milborne Port Parish Council – HR Committee – Tuesday 13<sup>th</sup> June 2023

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