

The HR Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting
Held in the Parish Office in the Town Hall, Milborne Port.
on: **Tuesday 14th November 2023 @ 10:00am**

Present:

Councillors: Tim Carty (Chairman), Rob Lockey, Ted Watts, Margert Capon & Chris Phillips

In attendance:

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

Public Question and Comment Time:

(None)

Agenda Number:	Agenda Item:
10	<u>Apologies for Absence:</u> None, all committee members were present.
11	<u>Declarations of Interest:</u> None
12	<u>Adoption of Minutes:</u> The minutes and confidential notes of the meeting held on Tuesday 26 th September 2023 had been previously circulated. It was proposed by Cllr Carty to adopt the minutes of Tuesday 26th September 2023, seconded by Cllr Phillips and resolved unanimously.
13	<u>Confidential Session:</u> 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.
14	<u>HR Committee Budget Update and Assessment of Risks:</u> The accounting software has been updated to more actually reflect the possible outcome at the end of the year with the annual national pay increase and resulting back pay taken into account. Now predicting a spend of just under £36,500.

Milborne Port Parish Council – HR Committee – Tuesday 14th November 2023

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

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	<p><u>Pension Contribution Increase:</u> The recommendation to Full Council is that the council's contribution increases to 15% It was proposed by Cllr Carty that the increase take effect from the 1st April 2024, seconded by Cllr Capon and resolved unanimously.</p>
<p>15</p>	<p><u>2023/24 National Pay Settlement:</u> The £1 per hour flat rate increase was noted as was the Parish Clerk's report as to the cost of backpay. Pay rates will be updated for payday on December 1st and the backpay made.</p>
<p>16</p>	<p><u>Staffing Budget for 2024/25:</u> The Clerk's report that the basic contracted cost of employment for 2024/25 would be just over £37,500 with no allowance for overtime. The committee agreed to set this part of the budget at £40,000</p> <p>The employment of a new Village Hall manager was debated, it was felt that the preference would be for this person to be employed by the council, rather than self-employed. That a basic contract of 10 hours per week would be offered, but with a sufficient budget to cover up to 15 hours per week. It was agreed to set the village hall manager staffing budget at £13,500</p>
<p>17</p>	<p><u>Employment Matters:</u></p> <p>A. <u>Report from the Chairman:</u> The Chairman didn't have anything further to report.</p> <p>B. <u>Report from the Proper Officer:</u></p> <p><u>Overtime Claim:</u> The Clerk submitted a claim for 9.5 hours covering Sep/Oct 2023 It was proposed by Cllr Carty that 9.5 hours be paid, seconded by Cllr Lockey and resolved unanimously.</p> <p><u>Online Bank Signatories:</u> There are still just two signatories and only Cllr Lockey is online. Cllr Carty still needs to make the call to the bank to get online. Cllr Phillips has been appointed as a signatory, paperwork has been sent registered mail, waiting to hear from the bank.</p>

End of informal meeting 10:40AM

Next meeting agreed as: No date set.