

**HR Committee Meeting on 25<sup>th</sup> August 2026 at 7.00pm at the Parish Council Office at 6a Back Street.**

**Present:** Cllrs Graham Lee, Norton Mahy, Joan Yates. Cllrs attending by Zoom Cllrs Chris Button and Ian Duffy. Also in attendance: Sally Roberts (Clerk)

*All meetings of the HR committee will exclude press and public, under Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted. All staffing matters will be confidential to members of the HR Committee or any Appeals Panel, if appropriate. Minutes of the HR Committee will be presented to the Full Council for information.*

**Minutes**

- 1 **Apologies for absence:** There were no apologies for absence.
- 2 **Interests:** To receive declarations of interest from councillors on the agenda items. No interests were declared.
- 3 **Previous Minutes:** approve draft minutes of the HR Committee meeting held on **20th May 2026**. It was proposed that the Minutes were passed as a true account of proceedings and resolved that the proposal be accepted. Proposed by Cllr Yates seconded by Cllr Mahy.
- 4 **Staff.** To consider staff change of job roles for Clerk and Deputy Clerk. The strengths of the current Clerk and Deputy Clerk were considered and the following proposal suggested following the Deputy Clerk attaining her CILCA qualification.
  - With immediate effect the Deputy Clerk to take Minutes (alongside the Clerk) and to be responsible for compiling the agenda to include publishing and distribution (Clerk to assist when needed).
  - Clerk and Deputy Clerk to propose a task list that reflects and makes best use of their individual skills to the HR Committee.
  - Current Clerk and current Deputy Clerk to implement their respective task list from November 2026 for a probationary period in their respective agreed roles.
  - **Probationary Period and Review of Roles** - The Clerk and Deputy Clerk will both undertake a probationary period during which the proposed duties and responsibilities will be trialled. At the end of the probationary period, the Parish Council will review the arrangements and formally agree the job titles, responsibilities and allocation of duties for the Clerk, Proper Officer, Responsible Financial Officer (RFO) and Deputy Clerk. The timescale for the probationary period and the final allocation of roles to be agreed by the Parish Council.

Date of issue: 25<sup>th</sup> August 2026. Sally Roberts - Clerk