

MUDFORD PARISH COUNCIL

Clerk: Petra Galloway. The Old Forge, 3 West Street, Ilchester, BA22 8NN.

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Minutes of the Meeting of Mudford Parish Council Human Resources (HR) Committee held on Wednesday 17th July 2024 at 10:00hrs

Present: Cllr David Brown, Cllr Jo Dalton-Leggett, Phil Sargent, Petra Galloway – Parish Clerk

10:10hrs – Meeting opened

24/01 To elect a Chair

Cllr Dalton-Leggett proposed Cllr Brown as the Chair, Phil Sargent seconded the proposal.

RESOLVED: Cllr Brown was elected the Chair of the MPC HR Committee.

24/02 To receive apologies for absence and to approve the reasons given. (LGA 1972 s85(1)).

Kay Mackenzie sent her apologies, and the reasons were approved.

24/03 Declarations of interests. Council members to declare any interests, including any Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33 (b-e). (NB this does not preclude any later declarations).

None.

24/04 To approve and sign as a correct record the minutes of the previous meeting (LGA 1972 sch 12, para 41(1)).

RESOLVED: The minutes of the meeting held on 23rd January 2024 were approved and signed.

24/05 Exempt Session – Exclusion of the Press & Public.

The Council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED: The members of the public (none present) were excluded.

24/06 To review and agree existing Mudford Parish Council Policies and Procedures.

- **HR Committee Terms of Reference** – The Terms of Reference were reviewed, and it was agreed the Committee will meet at least twice a year.
- **Appraisal Process Policy** – A new Appraisal Process Policy was agreed.
- **Code of Conduct** – Reviewed and agreed.
- **Dignity at Work** – Reviewed and agreed.
- **Document Retention Policy** – Reviewed and agreed.
- **Expenses Policy** – The expenses policy was reviewed and agreed. The Committee also agreed that the clerk should claim printing expenses (paper and ink cartridge).

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- **Freedom of Information Policy** – Reviewed and agreed.
- **Grant Funding Policy** – Reviewed and agreed.
- **Grievance Policy** – Reviewed and agreed.
- **Publication Scheme** – Reviewed and agreed.
- **Standing Orders** – Reviewed and agreed.
- **Grant Application Form (One-Off Grant)** – Reviewed and agreed.
- **Grant Application Form (Regular Funding)** – Reviewed and agreed.

RESOLVED: All policies above were agreed. Subject to feedback from the parish councillors, all policies reviewed at this meeting will be adopted at the next PC meeting to be held on 25th July.

The Committee has deferred a review of the Complaints Policy and Data Protection Policy to a later date. After a consultation with SALC, it was agreed the Data Protection Policy will require a detailed review. Additionally, it was suggested that data protection training may be required. Agenda item for the next meeting.

ACTION: CLERK

24/07 To agree a new Financial Regulations Policy.

A new template of the Financial Regulations Policy (released by NALC in March 2024) has been read in detail and changes agreed.

It was agreed Cllr Brown will be checking and signing Clerk's payslips.

It was discussed Clerk's pay should be set as a regular payment (to be agreed at the next PC meeting).

Subject to feedback from parish councillors, the policy will be adopted at the next PC meeting to be held on the 25th July 2024.

RESOLVED: Changes to the template of Financial Regulations were agreed.

The Committee has agreed for the meeting to run past 12:00hrs until 12:40hrs.

24/08 Clerk's appraisal.

The first two months of the Clerk's tenure have been discussed. The Clerk reported technical issues with the domain email filter and emails that were held back. The issue has been resolved.

The Clerk also expressed an interest in SALC Training for new clerks (Finances and Budgeting), the Committee agreed the Clerk should attend the training. The Clerk also expressed a need to purchase a book that would help the Clerk and the Cemetery caretaker with the cemetery admin and management. The Committee has agreed the purchase would be beneficial to the running of the cemetery.

The Committee has complimented the Clerk on her work in the last two months and expressed no concerns or negative feedback.

24/09 Date of next meeting – TBA

12:40hrs – Meeting Closed.