

MUDFORD PARISH COUNCIL

Clerk: Julie Ferguson

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Minutes of a Meeting of Mudford Parish Council Human Resources (HR) Committee held on Tuesday 10th October 2023 at 11:30hrs

Present: Cllr David Brown, Cllr Jo Dalton-Leggett, Kay Mackenzie

In attendance: Julie Ferguson - Parish Clerk

11:30 – Meeting opened

23/6 To receive apologies for absence and to approve the reasons given. (LGA 1972 s85(1)).

Phil Sargent sent his apologies.

23/7 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.

23/8 To approve and sign as a correct record the minutes of the previous meeting
(LGA 1972 sch 12, para 41(1)).

RESOLVED: To approve the minutes of the meeting held on 19th May 2023.

23/9 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: To exclude any members of the public (none present).

23/10 To understand the Parish Clerks Terms of Employment and Job Description.

The clerks contract was gone through in detail and points of clarification obtained and agreed. A number of actions were identified:

- To agree an expenses policy.
- To agree a sickness policy.
- To include the PC pension payments as part of the reported combined salary and expenses payment.
- To agree a dedicated HR Committee Cllr to sign off the CONFIDENTIAL clerks payslip, showing the breakdown of salary, HMRC, contractual expenses and allowances and PC pension contribution prior to seeking PC authorisation to pay at a PC meeting.
- To agree a dedicated Cllr to check the payments have been set up correctly at the bank prior to seeking PC authorisation to pay at a PC meeting.

ACTION: Clerk

23/11 To consider training requirements and training on offer through SALC and other recommended providers.

Cllr Dalton-Leggett agreed to request that all PC Cllrs attend Code of Conduct training as soon as they are able. The potential for arranging a PC group training session was discussed and would be looked into.

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It was further suggested that Cllrs might benefit from attending other, local PC meetings to observe and learn from their practice with a view to improving Muford Parish Council's effectiveness in the conduct of public meetings.

The Clerk explained that, as well as SALC training, an additional Council recommended provider Breakthrough Communications was a good source of training material.

ACTION: Cllr Dalton-Leggett and Clerk

23/12 To implement a mechanism for consideration of the Code of Conduct during a public meeting.

Cllr Dalton-Leggett explained a process whereby a closed session would be recommended to be held after every PC meeting to discuss aspects of the Code of Conduct, with the aim of understanding its application in practice, reviewing our conduct during the meeting, identifying strengths, weaknesses and areas for improvement.

It was also considered desirable for the public members of the HR Committee to be in attendance at these sessions, so that their viewpoint as members of the public in the meeting might be considered and helpful.

ACTION: Cllr Dalton-Leggett

23/13 Date of next meeting – TBA

14:15 – Meeting closed