

# **PLASTERDOWN GROUPED PARISH COUNCIL**

Minutes of the HR Committee Meeting of **PLASTERDOWN GROUPED PARISH COUNCIL** held in  
**Whitchurch Community Hall on Wednesday 13<sup>th</sup> November 2024 at 7.30 pm**

**Present:** Cllr R Phillips (Chair of the Council), Cllr. R. Pearson-Bunt and Cllr. Sturmer

**In Attendance:** Cllr. I Walton.

## **224/24. Apologies**

The Council accepted Cllr. E. Cole's apology.

## **225/24. Declarations of Interest**

No interests were declared.

## **226/24. Matters Arising from the last meeting held on 1<sup>st</sup> November 2023**

No matters arising.

## **227/24. Review Committee's Terms of Reference**

All agreed to adopt. Cllr. R. Pearson-Bunt was voted Chair of the Committee.

## **228/24. Review Clerk's April 2024 pay rise and pay back.**

Members agreed to go into Part 2 with a resolution to approve confidential matters relating to staffing terms.

Members agreed to come out of Part 2.

Cllr. Pearson-Bunt proposed approving the Clerk's pay rise and pay back. Seconded by Cllr. Sturmer. All agreed.

## **229/24. Clerk – Contracted Hours**

Members agreed to go into Part 2 with a resolution to approve confidential matters relating to staffing terms.

Members agreed to come out of Part 2.

Cllr. Pearson-Bunt proposed approving increasing the Clerk's contracted hours to 15 hours a month. Seconded by Cllr. Sturmer. All agreed.

## **230/24. Review and approve HR Policies**

- Dignity at Work
- Grievance Policy
- Disciplinary Policy
- Home Working Policy

All members agreed to recommendation adoption of all policies at the Council meeting to be held on 27th November 2024. All members also agreed to add to the Council meeting's agenda, the Council signing up to the Civility and Respect Pledge. It was agreed that a Health & Safety and Lone Worker policy is required, and the Clerk to carry out a home working risk assessment.

## **231/24, Date of next meeting**

It was agreed to schedule the next meeting in November 2025. Date to be confirmed later.

## **232/24. Close**

The meeting closed at 7.58 pm.

Signed by the Chair of the Committee

# **PLASTERDOWN GROUPED PARISH COUNCIL**

Date: