

The HR Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting
Held in the Community Room, The Town Hall, Milborne Port.
on: **Wednesday 22nd January 2025 @ 10:00am**

Present:

Councillors: Tim Carty (Chairperson)
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:
18	<u>Apologies for Absence:</u> All members of the committee were in attendance.
19	<u>Declarations of Interest:</u> None.
20	<u>Adoption of Minutes:</u> The minutes and confidential notes of the meeting held on Tuesday 5th November 2024 had been previously circulated. It was proposed by Cllr Carty to adopt the minutes of Tuesday 5th November 2024, seconded by Cllr Phillips and resolved unanimously.
21	<u>Confidential Session:</u> It was proposed by Cllr Carty to go into confidential session as the remainder of the agenda relates to confidential staffing matters, seconded by Cllr Lockey and resolved unanimously.
22	<u>Community Projects Officer Recruitment:</u> The Parish Clerk had obtained a similar job description from another somerset parish council and had made some changes. The committee went through the document making further changes. The job description was then approved.

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

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	The vacancy will be advertised in the local magazine and in the BVM magazine, with a deadline of 17th of February for applications. The applications will then be sorted through by the HR Committee shortly after and selection made as to who to invite to interview. No agreement was made as to who will be on the interview panel, to be decided at the sort through.
23	<u>Update on Engagement of Bookkeeper:</u> The Parish Clerk reported that this had already been advertised in the BVM magazine and would be in the February edition of the Village Mag. Keen to engage someone before April, not least to put the Village Hall accounts together. The position is self-employed, so an easier process than taking on an employee, but would still like a member of the HR Committee to assist with selection. It was agreed that the committee supported the engagement of a bookkeeper ASAP and that Cllr Carty would be involved with the selection.
24	<u>Space Requirements in the Town Hall:</u> The Parish Clerk reported that following any successful recruitment, a further two people will be working from the Town Hall at times. The downstairs office is at full capacity and indeed at times it is hard to work there if a meeting is also taking place in the room at the same time, not least when the office is open to the public on a Tuesday morning. The small first floor room is currently rented out to Something Elce Fishy, but in a recent conversation with the owner of the business, he said they no longer required the room and will be surrendering the lease at the end of February 2025. This gives the opportunity for the parish council to take back the room and use it for office space further, there are some items in the community room downstairs that could be stored in the room thus freeing up a bit of precious floor space in the cramped community room. It was agreed that the council needed to take back the use of the first-floor room and to expedite matters, Full Council would be asked to set a budget for the refitting of the room and give delegated authority to the Parish Clerk to use the budget to commission the work required to get the room up to standard.
25	<u>HR Committee Budget Update and Assessment of Risks:</u> The HR spend Vs budget report had been circulated. This showed the staffing line saying on budget, but didn't take into account the requested overtime payment, with this in mind the budget line is likely to overspend.

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26	<u>Confidential Employment Matters:</u> <u>A. Report from the Chairman:</u> • Nothing further to report at this time. <u>B. Report from the Proper Officer:</u> (See confidential notes) • Overtime claim for 14.5h during November 2024 submitted It was proposed by Cllr Lockey that the claim for 14.5h be paid, seconded by Cllr Carty and resolved unanimously.

End of meeting 11:01AM