

Treverbyn Parish Council
Human Resources Committee Meeting
Wednesday 25th June 2025, 5:00pm
Parish Offices, Rockhill Business Park, Higher Bugle

Present: Cllr Mrs. A Double, Cllr L Allen and Cllr Mrs. M Rance-Matthews

Also in attendance: The Clerk, Mr D Hawken

Min HRC01/25 – Election of Chairman for 2025/2026

It was proposed by Cllr L Allen, Seconded by Cllr Mrs. M Rance-Matthews to appoint **Cllr Mrs. A Double** as Chairman for the 2025/2026 municipal year. All in Favour.

**Cllr Mrs. A Double took the Chair*

Min HRC02/25 – Election of Vice-Chairman

It was proposed by Cllr Mrs. A Double, Seconded by Cllr Mrs. M Rance-Matthews to appoint **Cllr B Hollis** (in absentia) as Vice-Chairman for the 2025/2026 municipal year. All in Favour.

Min HRC03/25 - Apologies: Cllr J Eyre, Cllr B Hollis, Cllr M Luke and Cllr M Shand

It was **RESOLVED** to accept the apologies and the reasons provided.
Proposed: Cllr Mrs A Double, Seconded: Cllr L Allen. All in Favour.

Min HRC04/25 – Declarations of Interest

None recorded

Min HRC05/25 – Public Participation

There were no members of the public present at the meeting, meaning, there was no requirement to hold this agenda item.

Min HRC06/25 – Confidential Matters

It was duly **RESOLVED** to go into closed committee to discuss the agenda item:

- ***Position of Part-Time Administrator.***

Proposed: Cllr Mrs. A Double, Seconded: Cllr L Allen. All in Favour

It was **RESOLVED** to formally ratify the three shortlisted applicants from those whose applications had been received. It was further noted that Committee members unable to attend the meeting had been requested to submit their comments to the Clerk in advance, for consideration during the Committee's discussion.

Proposed: Cllr L Allen. Seconded: Cllr Mrs. M Rance-Matthews. All in Favour

Min HRC07/25 – Any Other Human Resources Items

Co-Option

It was proposed that the co-option interviews be conducted prior to the forthcoming Planning Meeting on the 8th July, to commence at 5:45pm.

Action: Clerk to notify all applicants of the scheduled interviews and to arrange the formation of an interview panel.

Proposed: Cllr Mrs. A Double, Seconded: Cllr L Allen. All in Favour

The Chairman thanked Councillors for attending the meeting and duly closed the meeting at 5:44pm.

Signed:

Chairman.....

Date.....