



# Treverbyn Parish Council

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Parish Offices  
Rockhill Business Park  
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Cornwall, PL26 8RA  
Tel: 01726 851001

14<sup>th</sup> January 2026

## **To Members of the Treverbyn Parish Council Human Resources Committee**

Dear Councillor,

You are hereby summoned to attend a **Human Resources Committee Meeting** of Treverbyn Parish Council to be held at the Parish Offices, Rockhill Business Park, Higher Bugle, PL26 8RA on **Tuesday 20<sup>th</sup> January 2026 commencing at 7:00pm** for the purpose of transacting the business stated in the agenda below.

Given under my hand,

*D. R. Hawken*

Mr Darren R. Hawken  
(Clerk and Responsible Finance Officer)

**Note:** Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), the Council is unable to make any decision on matters not listed within the agenda.

Under the Local Government Act (LGA) 1972 s101, supported by Regina V Secretary of State for the Environment ex parte London Borough of Hillingdon 1986 case law, no one councillor can make a decision on behalf of the Council.

	<i>*Co-option Interviews*</i>
1	<b>Apologies for Absence</b> To receive apologies for absence and note apologies not received
2	<b>Declarations of Interest</b> <ul style="list-style-type: none"> <li>a) <i>Pecuniary Interests</i>: To receive Declarations of Pecuniary Interests as declared on the Register of Interests.</li> <li>b) <i>Non-registerable Interests</i>: To receive Declarations of Non-registerable Interests.</li> <li>c) <i>Dispensations</i>: The Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct.</li> <li>d) <i>Gifts &amp; Hospitality</i>: To declare any gifts or hospitality in line with the Council's Code of Conduct.</li> </ul>
3	<b>Public Participation</b> To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given
4	<b>Minutes of the Previous Meeting</b> To receive and, if approved, adopt the minutes of the meeting held on 25th June 2025.
5	<b>Contract of Employment – Administrator</b> To review the amended contract of employment following the successful completion of the probation period and the approved increase in working hours
6	<b>Performance Management</b> To note the recent appraisals for the Clerk and Administrator and to consider any resulting action points.
7	<b>Training and Professional Development</b> To receive and consider any requests for training or professional development from staff members.
8	<b>Policies and Procedures (HR-related)</b> To review existing HR-related policies and procedures and to identify any gaps or required additions.
9	<b>Health, Safety, and Wellbeing (Staff-related)</b> To note any staff wellbeing issues and to consider any risk assessment matters relevant to staff.

10	<p><b>LGPS Pension</b></p> <p>To receive and note updates regarding LGPS administration, including the Administrator's enrolment in the scheme, and to note the employer contribution rates for the forthcoming fiscal year.</p>
11	<p><b>Any Other Human Resources Items</b></p> <p>To receive, in writing, any other HR-related matters requiring consideration.</p>
12	<p><b>Confidential Matter(s)</b></p> <p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting, and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.</p> <ul style="list-style-type: none"> <li>• <b><i>Co-option of a Parish Councillor – Bugle Ward</i></b>  <i>To review the candidates interviewed and, following consideration, resolve to recommend a successful candidate to Full Council</i></li> </ul> <p>END</p>