

**Treverbyn Parish Council**  
**Human Resources Committee Meeting**  
**Tuesday 20<sup>th</sup> January, 7:00pm**  
**Parish Offices, Rockhill Business Park, Higher Bugle**

*Before the HR Committee meeting commenced, two co-option interviews took place. A discussion then took place regarding the two applicants.*

**Present:** Cllr Mrs. A Double (Chair), Cllr B Hollis (Vice-Chair), Cllr L Allen, Cllr P Highland and Cllr M Shand.

**Also in attendance:** The Clerk, Mr D Hawken

**Min HRC01/26 - Apologies:**

Cllr Mrs. M Rance-Matthews. No apologies received from Cllr M Luke.

It was **RESOLVED** to accept the apologies and note the non-apology.

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

Cllr Mrs. A Double suggested a WhatsApp group is created for the Full Council and the various committees to remind members of meetings/times, as well as quick notices. **Action: Office**

**Min HRC02/26 – Declarations of Interest**

None recorded

**Min HRC03/26 – Public Participation**

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

**Min HRC04/26 – Minutes of the Previous Meeting held on 25<sup>th</sup> June 2025**

The minutes of the Human Resources meeting held on 25<sup>th</sup> June 2025 had been published and circulated to all Committee Members in advance of the meeting. They were duly accepted as a true and accurate record.

Proposed: Cllr L Allen, Seconded: Cllr B Hollis. All in favour.

### **Min HRC05/26 – Contractor of Employment – Administrator**

The revised contract for the Administrator was circulated to all members following the completion of the probation period. The contract includes an increase in salary effective from November 2025 and an increase in contracted hours from January 2026. This has already been resolved at Full Council

Members considered the contract, during which Cllr B Hollis raised that paragraph 20(b) required rewording. **ACTION:** Clerk to amend paragraph.

Following the amendment, members **RESOLVED** to approve the contract to be signed by the Administrator.

Proposed: Cllr L Allen, Seconded: Cllr M Shand. All in Favour.

Due to the discussion regarding the pension arrangements, it was **PROPOSED** that Agenda Item 10 be brought forward in the meeting.

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

### **Min HRC06/26 – LGPS Pension**

Following the probation period being confirmed, the Administrator's role now qualifies to join the Local Government Pension scheme where both employee and employer contribute. Members discussed the start date and if this should be from the start of the initial contract in July or following the 3-month probation period in October. **ACTION:** Clerk to make enquiries and seek clarification.

Cornwall Pension Fund have confirmed that the employer contribution rate will increase from 19.6% to 19.7% with effect from the 1<sup>st</sup> April 2026. Members **NOTED** the increase in the employer contributions.

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

### **Min HRC07/26 – Performance Management**

The Annual Appraisal for the Clerk had been completed with targets and action points for the coming year agreed.

The Administrator Appraisal has also taken place and the appraisal form is to be completed with actions as agreed. **Action: Clerk**

Both Appraisals to be circulated to the Human Resources Committee. **ACTION:**  
**Clerk to action.**

The Clerk wished to thank the committee for their support to join the Society of Local Council Clerks (SLCC) as a member.

#### **Min HRC08/26 – Training and Professional Development**

Training will be identified for the administrator once the appraisal has been completed.

#### **Min HRC09/26 – Policies and Procedures (HR-related)**

The Clerk is currently reviewing the relevant staffing HR policies and identifying any that are necessary to add to the current policies that are adopted by the Council. In addition, a death in service insurance policy is needing attention.

It was **RESOLVED** that the Clerk will action additional policies and bring back to Committee to approve.

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

Mileage reimbursement – both the Clerk and Administrator to check and review their own car insurance policies to ensure they are covered for business use.

As the Clerk had made no claim for mileage in the last 12 months, it was **RESOLVED** that a one-off payment of £50 be given to the Clerk.

Proposed: Cllr L Allen, Seconded: Cllr M Shand. All in Favour.

#### **Min HRC10/26 – Health, Safety and Wellbeing (Staff-related)**

Due to staff members working on their own at times in the Parish office, it was **RESOLVED** that panic alarms in the office and a door entry system be installed. Quotes to be provided from three companies.

Proposed: Cllr M Shand, Seconded: Cllr L Allen. All in Favour.

#### **Min HRC11/26 – Any other Business**

There being no further business, the Chairman thanked Councillors for attending the meeting and duly closed the meeting at 8.22pm.

Signed:

Chairman..... Date.....