

Treverbyn Parish Council
Human Resources Committee Meeting
Tuesday 21st July, 6:30pm
Parish Offices, Rockhill Business Park, Higher Bugle

Present: Cllr B Hollis (Vice-Chair), Cllr L Allen, Cllr M Luke and Cllr M Shand.

Also in attendance: The Clerk, Mr D Hawken.

Min HRC12/26 – Election of Chairman

The Clerk informed Members that Cllr Mrs A Double, although unable to attend the meeting, had confirmed in advance her willingness to stand for re-election as Chairman of the Human Resources Committee.

It was proposed by Cllr M Shand, seconded by Cllr B Hollis, that **Cllr Mrs A Double (in absentia)** be elected Chairman of the Human Resources Committee for the 2026/2027 municipal year. All in Favour

Min HRC13/26 – Election of Vice-Chairman

It was proposed by Cllr L Allen, seconded by Cllr M Shand, that **Cllr B Hollis** be elected Vice-Chairman of the Human Resources Committee for the 2026/2027 municipal year. All in Favour

In the absence of the elected Chairman, it was **RESOLVED** that Cllr B Hollis, as Vice-Chairman, preside over the remainder of the meeting.

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

Min HRC14/26 - Apologies:

Apologies were received from Cllr Mrs A Double

No apologies received from Cllr P Highland and Cllr O Kimber.

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

Proposed: Cllr M Shand, Seconded: Cllr B Hollis. All in Favour.

Min HRC15/26 – Declarations of Interest

None recorded

Min HRC16/26 – Public Participation

There were no members of the public in attendance, and therefore no matters were raised under this agenda item.

Min HRC17/26 – Minutes of the Previous Meeting held on 20th January 2026

The minutes of the Human Resources meeting held on 20th January 2026 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 M Shand, Seconded: Cllr L Allen. All in favour.

Min HRC18/26 – Matters arising from the Previous Minutes

The Clerk went through the minutes of the previous meeting, highlighting the progress made on various action points. These included:

- New WhatsApp group for Full Council members, purely to act as a tool for reminders, quick notices. **Action: COMPLETED**
- New Administrator's Contract – To amend a particular paragraph. **Action: COMPLETED**
- The Clerk to make enquiries with the Local Government Pension Scheme, as to placing the Administrator in the pool. **Action: COMPLETED**
- 2025 Appraisals – **Action: COMPLETED**

Min HRC19/26 – Staffing Update

The Clerk informed Members that Beverley Bassett had now completed 12 months of service with the Parish Council. Having previously worked two days per week up until Christmas, Beverley had since increased her working hours to three days per week.

The Clerk further reported that the Parish Council continued to engage external contractors to deliver a range of services. These included Habitat Restoration Company, which was responsible for grass cutting across public open spaces, cemeteries and footpaths.

The appointment of a new General Maintenance Contractor was nearing completion. In addition, arrangements were being made to appoint a specialist

playground contractor to undertake the required monthly playground inspections.

The Parish Council also continued to engage Paul Elliott Window Cleaning to carry out the cleaning of Parish Council-owned bus shelters throughout the Parish.

Finally, the Clerk reported that a new dog waste collection contractor had been appointed to undertake the regular emptying of all Parish Council-owned dog waste bins throughout the Parish.

Min HRC20/26 – Training and Professional Development

The Clerk suggested that, following the Administrator's completion of 12 months' service with the Parish Council, further training opportunities should be explored to support her continued professional development. These included the Introduction to Local Council Administration (ILCA) qualification, relevant planning training, the Cornwall Association of Local Councils (CALC) Clerk's Essentials course, and any other appropriate training to enhance her knowledge and skills within the role.

The Clerk further informed Members that the deadline for completing his Certificate in Local Council Administration (CiLCA) qualification was approaching. Subject to any referrals for further work, which he noted were common, he anticipated completing the qualification and obtaining final sign-off by Christmas.

The Clerk explained that, although the course guidance recommended that the majority of the work be undertaken during normal working hours, he had completed all work to date in his own time.

It was **RESOLVED**, proposed by Cllr M Shand and seconded by Cllr B Hollis, that the Clerk be authorised to allocate such working time as reasonably required over the coming weeks and months to complete his CiLCA qualification. All in favour.

Min HRC21/26 – Human Resources Work Programme 2026/27

The Vice-Chair noted that staff appraisals were due to take place in October. The Clerk confirmed that the formal appraisal documentation and supporting policy were in place. Members acknowledged the importance of ensuring that appraisals were conducted openly and constructively, with no unexpected

issues raised that had not previously been discussed with the relevant member of staff.

The Clerk further advised Members that a comprehensive review of the Parish Council's Human Resources (HR) policies was included on his action list, by means of an audit. Where any gaps or deficiencies were identified, he would prepare the necessary policies for consideration and formal adoption by the Council.

Finally, the Clerk informed Members that, having recently become a member of the Society of Local Council Clerks (SLCC), he was considering attending its conference in October, which he felt could provide valuable opportunities for professional development, networking and keeping up to date with relevant developments within the sector.

Min HRC22/26 – Policies and Procedures (HR-related)

It was **RESOLVED** that the Clerk proceed with the drafting of two additional HR policies as a matter of priority:

1. Lone Working Policy
2. Annual Leave and Sickness Absence Procedures

It was further agreed, as part of the same resolution, that the Parish Council's existing Flexible Working Policy be reviewed to ensure it remained appropriate and up to date.

Action: The Clerk to prepare the two draft policies and undertake a review of the Flexible Working Policy, with all documents to be circulated to Committee Members for consideration ahead of the next meeting.

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

Min HRC23/26 –Exclusion of Press and Public

It was **RESOLVED**, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from consideration of the following agenda item, on the grounds that its confidential nature would make public discussion prejudicial to the public interest.

It was noted that no members of the press or public were in attendance.

Proposed by: Cllr M Shand, Seconded by: Cllr B Hollis, All in favour.

Min HRC24/26 – Confidential Staffing Matters

Members discussed a number of confidential staffing and operational matters, including office security arrangements, the Clerk’s outstanding annual leave entitlement, and internal communications.

Particular concerns were raised regarding the frequency with which Councillors accessed and responded to Council emails, and the potential implications for effective communication and the timely conduct of Council business.

No formal resolutions were made under this agenda item.

There being no further business, the Chairman thanked Councillors for attending the meeting and duly closed the meeting at 7.55pm.

Signed:

Chairman.....

Date.....