



Helsby Parish Council

Minutes of the Human Resources Committee meeting held virtually at 7pm on Wednesday 10th February 2021 via Zoom

Present:

Cllr. Sarah Temple– Chair
Cllr. Terry O’Neill – Vice Chair
Cllr. Peter Duffy
Cllr. Mike Branigan (joined at 7.23pm)
Cllr. Michelle Massey
Cllr. Allan Fincham

Also present:

Claire Jones Parish Clerk

1. Public Air Time – Proposed by Cllr. Duffy, seconded by Cllr. O’Neill and **RESOLVED that the meeting be suspended for public participation – HR12/21**. As no matters were brought to the Committee’s attention, it was proposed by Cllr. Duffy, seconded by Cllr. O’Neill and **RESOLVED that Public Air Time be closed and the meeting reconvened – HR13/21**.
2. No apologies were received.
3. No declarations of interest were made.
4. Minutes of the previous meeting. Proposed by Cllr. Duffy, seconded by Cllr. Fincham and **RESOLVED that the minutes of the Human Resources Committee meeting held on 25th January 2021 be accepted as accurate – HR14/21**. They would be signed by the Chair at the earliest opportunity.
5. Matters arising from the previous minutes – Cllr. Temple outlined that the informal feedback session with the Clerk and the Chairs of the HR Committee and Full Council would be held on 24 February. Cllr. Temple agreed to e-mail all members for any views beforehand.
6. No matters requiring immediate attention were raised.
7. It was noted that the next meeting would be held on Wednesday 10th March at 7pm.
8. Part B – Exclusion of the Press and Public. It was proposed by Cllr. Fincham, seconded by Cllr. O’Neill and **RESOLVED that the press and public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt**

information as defined in paras 7, 8, 9 and 12 of Schedule 12a of the Local Government Act 1972 – **HR15/21**.

PART B – Exclusion of the Press and Public

- 9. Confidential Item – The Part B minutes of the previous meeting were agreed.

- 10. Confidential Item - The Committee discussed the procedures for recruitment of a new general assistant. A job advert, job description and person specification were agreed, along with places to advertise. The advert would go out by 12th February with a closing date of 28th February. It was agreed the Clerk and nominated councillors would review applications and interview any shortlisted candidates.

The meeting closed at 19.46.

Chair’s signature Dated.....