



Helsby Parish Council

Minutes of the Human Resources Committee meeting held at 6.15pm in the Parish Office at Helsby Community Sports Club on Wednesday 14th December 2022

Present:

- Cllr. Sarah Temple (Chairman)
- Cllr. Alan Gardner (substitute member)
- Cllr. Terry O'Neill (substitute member)
- Cllr. Rob Nicklin (substitute member)
- Cllr. Chris Ellams (substitute member)

Also present:

Claire Jones Parish Clerk

1. Public Participation – No matters were brought to the Committee’s attention.
2. Apologies were noted from Cllrs. Marsh and Branigan. Cllrs. Garrity and Duffy did not attend.
3. Declarations of Members’ Interests. None were reported.
4. Confirmation of Previous Minutes. It was **RESOLVED that the minutes of the Human Resources Committee meeting held on 24th January 2022 be accepted as accurate and duly signed by the Chairman – HR07/22.**
5. Matters arising. Under Item 7, it was noted that a lone working policy had now been adopted. It was agreed that the proposed visual display screen at Tesco (Item 9) would be discussed at the next Environment Committee meeting. It was noted (under Item 9) that a formalised induction programme for new councillors and a councillor buddy system had now been introduced. It was agreed that these would be discussed further at the next meeting. Also under Item 9, the Clerk outlined that parish council elections would be held in May 2023 and ways to encourage new councillor recruitment could be explored at the next meeting in January.
6. Human Resources Committee budget 2023/24. It was **RESOLVED that the Human Resources Committee recommend the following budget for 2023/24 totalling £600 for the inspection and approval of the Finance Committee – HR08/22.**

Budget Heading Code	Description	Budget 2022/23 £	Budget Spend to Date £	Predicted to 31/03/23 (£)	Budget recommended 2023/24 (£)
240	Cllr/Emp Training	1100	409	500	600

Footnotes:

- i) Payments made to date – Parish Online course (£15), SLCC committee training (£18), SLCC summits (£108), SLCC agendas and minutes webinar (£72), SLCC branch conference (£30) and Arnold Baker book and the Local Clerk’s Guide at a cost of £166.04. CiLCA training costs lower than expected due to free training sessions offered by SLCC Cheshire branch. With the exception of the Parish Online training, no councillor training has taken place as yet.
 - ii) Budget for 2023/24 – main areas of expenditure likely to be continuing professional development for the clerk and introductory training for new councillors following the 2023 elections.
7. It was noted that from 1st April 2023, there would be an increase of one day to the clerk’s annual leave entitlement (as agreed by the National Joint Council).
8. Date for the Clerk’s annual appraisal - It was agreed that the Clerk would circulate a date for a meeting in January. NOTE: The ‘Preparation for Appraisal: Appraiser’ form in the Appraisal and Training Policy will be circulated to councillors for their input before the meeting.
9. No matters requiring immediate attention were raised.
10. Date of next meeting – 31st January 2023.

The meeting closed at 6.30pm

Chairman’s signature Dated.....