

MINUTES OF THE HR MEETING HELD ON WEDNESDAY, 11TH JUNE 2025 IN THE PARISH OFFICE, WATERLOO HOUSE, HIGH STREET, NEWPORT AT 10.00 AM

Present Cllr. H. Bowman (HB} (Chairman)
 Cllr. S. Amos {SAm)
 Cllr S. Ayles {SAy}

In attendance Mrs C. Griffin, Parish Clerk
 Mrs. E. Edwards (from 10.15am)
 Miss J. Stevenson (from 10.30am)

25/035 Apologies for absence.
There were no apologies.

25/034 To receive any pecuniary and non-pecuniary interests relating to items on the Agenda
No interests were declared.

25/035 To approve the Minutes of the Meeting held on 15th May 2025
It was proposed that the Chairman should sign the minutes of the last meeting.
Proposed: SAm Seconded: SAy All agreed

In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act, 1960, the public and press will be excluded from the remainder of the meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

25/036 To undertake an annual review with the Officers
An annual review was carried out and salaries for the Parish Clerk, Assistant Parish Clerk and Responsible Financial Officer were increased by two points on the NJC pay scale, backdated to 1st April 2025.

25/037 To consider any other staff matters
The following matters were raised:

- The Chairman requested that all accounting records are available on the RFO's laptop and all paperwork, other than the current year, is kept in the PC office.
- The Clerk and RFO will liaise regarding items in the 2025 Auditors Report. EALC will provide advice on the contracts of employment.
- The current system for recording additional hours was discussed and approved.
- Responses to emails by deadlines.
- Eyelid Productions will be contacted regarding the website.

- The Clerk pointed out that a number of jobs carried out by the Caretakers are not the PC's responsibility. In future these jobs and all reports, either online or by phone, to the district and county council will be recorded.
- The Chairman will arrange a new notice giving details of office hours and emphasising that an appointment should be made before coming to the PC office.

The meeting closed at 11.25am.

Signed.....

Dated:.....