

MINUTES OF THE HR MEETING HELD ON WEDNESDAY, 27TH NOVEMBER 2024 IN THE PARISH OFFICE, WATERLOO HOUSE, HIGH STREET, NEWPORT AT 10.30AM

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

In attendance Mrs C. Griffin, Parish Clerk

240/22 Apologies for absence.

No apologies were received.

24/23 To receive any pecuniary and non-pecuniary interests relating to items on the Agenda

No interests were declared.

24/24 To approve the Minutes of the Meeting held on 17th July 2024

It was proposed that the Chairman should sign the minutes of the last meeting.

Proposed: SAm

Seconded: HB

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.

24/025 To consider engaging an additional employee to assist with maintenance of the Common

As the Common is now very popular and used by many residents, consideration was given to employing an additional person for a few hours each week.

Following discussion, it was agreed to engage someone on an ad-hoc basis for the time being, subject to review at the next HR meeting.

24/026 To receive an update on the contracts of employment for officers.

The Clerk gave an update on the revised NALC contract of employment. It is not necessary to issue the new contract to the Parish Clerk and Responsible Financial Officer. The revised contract will be issued to the Assistant to the Parish Clerk and a new job description will be issued to the Responsible Financial Officer.

24/020 Any other staffing matters.

At present the Caretakers time sheets are circulated to the HR Committee. For good governance, monthly timesheets for all officers will be required in future and these will be retained in the parish office.

The meeting closed at 11.45 am.

Signed.....

Dated:.....