

MUDFORD PARISH COUNCIL

Clerk: Petra Galloway

Tel: 07552 509707

E-mail: clerk@mudford-pc.gov.uk

**Minutes of the Meeting of Mudford Parish Council Human Resources (HR) Committee
held on Tuesday 6th May 2025 at 11:30hrs**

Present: Cllr David Brown (Chair), Cllr Jo Dalton-Leggett, Phil Sargent, Kay Mackenzie, Petra Galloway – Parish Clerk

11:30hrs – Meeting opened

25/01 To receive apologies for absence and to approve the reasons given. (LGA 1972 s85(1)).

None, all members were present.

25/02 Declarations of interests. Council members to declare any interests, including any Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33 (b-e). (NB this does not preclude any later declarations).

None.

25/03 To approve and sign as a correct record the minutes of the previous meeting held on 22nd November 2024.

(LGA 1972 sch 12, para 41(1)).

RESOLVED: The minutes of the meeting held on 22nd November 2024 were approved and signed as a true and accurate record of the meeting held.

25/04 To review and agree Mudford Parish Council policies:

- i. Financial Regulations
- ii. Standing Orders
- iii. Code of Conduct
- iv. HR Committee Terms of Reference
- v. Scheme of Delegation
- vi. Publication Scheme
- vii. Recording Policy

NALC has amended the template for Standing Orders and Financial Regulations. The Committee has considered the changes and amended the documents accordingly.

RESOLVED: The Committee has reviewed and agreed the existing policies above. The policies will be adopted by the Council at its meeting to be held on 29th May 2025.

25/05 To consider and agree new policies:

- i. IT and Cyber Security Policy
- ii. Reserves Policy
- iii. Investments Policy
- iv. Internal Controls Policy
- v. Co-option Policy
- vi. Training Policy

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RESOLVED: The Committee has considered and agreed the new policies above. The policies will be adopted by the Council at its meeting to be held on 29th May 2025.

25/06 To Consider any recommendations raised by the internal auditor.

RESOLVED: The internal auditor recommended a Reserves policy and an Internal Controls policy; the policies were considered and agreed in item 25/05.

Cllr Dalton-Leggett has apologised and left the meeting.

25/07 Exempt Session – Exclusion of the Press & Public.

The Council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED: No members of the public or press were present.

25/08 To discuss the Clerk’s annual appraisal.

The Chair of the HR Committee, Cllr Brown, has carried out Clerk’s first annual appraisal on 1st May 2025.

RESOLVED: Clerk’s annual appraisal was discussed; the Clerk was complimented on her work during her first year.

25/09 To consider and agree Clerk’s SMART objectives.

RESOLVED: Clerk’s SMART objectives were agreed during Clerk’s appraisal with Cllr Brown. The Committee had no further comments.

25/10 To consider and agree Clerk’s CiLCA Learning Agreement.

RESOLVED: Clerk’s CiLCA Learning Agreement was considered and agreed. The Clerk will contact SALC to enquire about starting before the end of August 2025 and if that is possible the agreement will be signed at the next Council meeting on 29th May 2025.

ACTION: Clerk

25/11 Date of next meeting – early November, the exact date TBA

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Chair