

MUDFORD PARISH COUNCIL

Clerk: Petra Galloway

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**Minutes of the Meeting of Mudford Parish Council Human Resources (HR)
Committee held on Thursday 6th November 2025 at 12:00 pm**

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

12:00 – Meeting opened

25/12 To receive and consider apologies for absence and to approve the reasons given. (LGA 1972 s85(1)).

All members were present.

25/13 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). P. Sargent declared pecuniary interest for 25/16 (cemetery caretaker contractor).

25/14 To approve and sign as a correct record the minutes of the previous meeting held on 6th May 2025.

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

RESOLVED: The minutes of the meeting held on 6th May 2025 were approved and signed as a true and accurate record of the meeting held.

25/15 To consider and agree Human Resources policies:

- i. Home Working Policy
- ii. Flexible Working Policy
- iii. Sickness Absence Policy
- iv. Compassionate Leave Policy
- v. Emergency/Dependants Leave Policy
- vi. Maternity Leave and Pay Policy

RESOLVED: The Committee agreed on the wording of all policies except the Sickness Absence Policy. The Clerk was asked to find out the industry standard for Occupational Sick Pay (including the number of weeks and the applicable rate) and to share this information at the next full Council meeting on 27th November 2025, where the policies will be considered and adopted.

25/16 To review and agree the Cemetery Regulations and Fees.

RESOLVED: It was discussed that grave plots, which can currently accommodate two caskets, could also accommodate ashes urns, and this should be specified in the regulations and table of fees. The Committee recommends that up to three

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ashes urns may be placed on top of the casket for Council's consideration on 27th November. The Committee reviewed the fees and recommended that no changes are necessary at this time. This will also be considered by the full Council on 27th November 2025.

25/17 Exempt Session – Exclusion of the Press & Public.

The Committee 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: The Committee resolved to exclude the press and public (none were present) in order to discuss staff matters.

25/18 To receive Clerk's update on agreed SMART goals.

RESOLVED: The update was received.

25/19 To discuss Clerk's pay and contracted hours.

RESOLVED: The pay and contracted hours were discussed.

25/20 Date of next meeting – TBA

14:00 – Meeting closed

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Chair