

# CHALFONT St. PETER PARISH COUNCIL

**MINUTES** of Chalfont St Peter Parish Council **Human Resources Committee** meeting on Thursday 18<sup>th</sup> February 2021 at 7.30pm  
Using the Zoom platform for virtual meetings.



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## MINUTES

**Present:** Cllr Longshaw (Chairman), Cllr Dickson (Vice Chairman), Cllr Darby, Cllr Hatton, Cllr North and Cllr Smith.

**In attendance:** Mrs. Evans (Clerk)

- 47. Apologies received from Cllr Dickson that she may be a couple of minutes late.
- 48. No declarations of Interest either personal or pecuniary were declared.
- 49. The minutes from the previous HR meeting which took place on 12<sup>th</sup> November 2020 were proposed by Cllr Darby, seconded Cllr Longshaw, agreed.
- 50. Outstanding actions from previous meetings
  - 46a Cllr Smith to take forward the suggestions for discussion with regards the LGPS. Update at action 53.
  - 46b Clerk to add appropriate funds for valuation report in 2020/21 budget. **COMPLETED**
  - 44a Clerk to send out advert for a Haywarden position. **COMPLETED**
  - 44b Clerk to send out proposed job description for vacant position to Cllrs for agreement at the November Main Council meeting. **COMPLETED**

Cllr Dickson joined the meeting.

- 51. To discuss the current staffing levels and roles and take any necessary actions to assist with advertising vacant posts.

The Head Haywarden position has now been advertised twice since November 2020 with only one enquiry. We have advertised both an Assistant Haywarden and Haywarden position. For comparison purposes the Clerk found other local authorities were advertising for similar posts with similar requirements for similar financial payment, so does not consider the salary offered to be unacceptable. The Committee discussed the current COVID situation and how this could be impacting on people's choice to change jobs at this current time. **ACTION** – Clerk to change the end date of the job advertisement to an open date.

Signed

Date

## **Planning & Admin Assistant**

The Council agreed the job description at the November Main Council meeting for an additional administrative position. The Committee agreed the position title, Planning & Admin Assistant. Due to the Clerk's illness the advertisement for the post was delayed. The current COVID situation may also impact on the advertisement of this post therefore the Council agreed for the Clerk to put out the advertisement ASAP with a start date of the 5<sup>th</sup> April.

### **ACTION**

52. To resolve that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960 s1)
53. The Committee discussed the possible options available to them, once relevant information has been received the Committee agreed the quote to request a LGPS valuation report at the cost of £1950 plus VAT. Proposed Cllr Smith, seconded Cllr Hatton, agreed. **RECOMMEND TO MAIN COUNCIL**
54. The Committee discussed and reviewed the information provided by the Clerk and agreed the recommendations of the review for 2021/22, which would take effect from the 1<sup>st</sup> April 2021. **RECOMMEND TO MAIN COUNCIL**

Vikki – Proposed Cllr Smith, seconded Cllr Longshaw, agreed.

Mike – Proposed Cllr Smith, seconded Cllr Longshaw, agreed.

David – Proposed Cllr Darby, seconded Cllr Longshaw, agreed.

Clerk left the meeting.

Clerk – recommendation to be discussed at Main Council as Clerk was not present to minute this item.

Signed

Date