

Batheaston Parish Council
Minutes of a Meeting of the
Human Resources (HR) Committee of Batheaston Parish Council
held at 7:15pm on Tuesday 6th December 2022, at the Rhymes Pavilion.

**Present: Councillors: Alexis Pavlou (Chair),
Peter Bryant, Hannah Squire.**

In attendance: Richard Maccabee (Clerk).

PROCEDURAL MATTERS

1. There was no **public participation**.
2. **Apologies for absence** were received from Cllr Catherine McCarthy.
3. **No declarations of interest** were received from Councillors.
4. **The Committee approved** the draft minutes of the meeting of the Committee held on Tuesday 5th July 2022.

POLICY MATTERS

5. Disciplinary Procedure

5.1. The Committee approved a draft Disciplinary Procedure.

5.1.1. **Councillors requested** the Clerk should implement these procedure forthwith. If members of staff have any queries or objections these should be brought to the attention of the Committee at its next meeting.

Clerk

5.1.2. This also applies to the remaining policies.

6. Grievance Policy

6.1. The Committee approved a draft Grievance Policy, subject to the correction of a minor typographical error.

7. Annual Leave Policy

7.1. The Committee approved a draft Annual Leave Policy.

8. Data Protection Policy

8.1. The Committee approved a draft Data Protection Policy.

8.2. Councillors noted that appropriate training should be provided to relevant staff.

9. Clerk's Report

9.1. The Committee received a report from the Clerk.

9.1.1. The committee discussed the Clerk's workload. There was a consensus that the Council is under-resourced given its scale; the need to re-build its foundations; and the desire to improve many aspects of its services to the community.

9.1.2. The advantage of doing so by working with a charity, to raise funds and to cover some of the costs of these projects, was highlighted. The Clerk

reported that he has made contact with Trustees of a local charity, as requested at the November Council meeting.

9.1.3. Nevertheless Committee members felt that the Precept may need to be increased and asked the Clerk to present this as an option for the forthcoming Council discussions.

9.1.4. It was recognised that the Council would have to make clear to residents what they would be getting for their money. Councillors discussed the desirability of developing a plan for the next year and beyond.

The meeting closed at 8:17pm

Forthcoming Meetings:

Council Meeting, 13th December 2022
HR Committee, To Be Agreed.

Council meetings are open to the public, and members of the public are welcome to join and may speak by invitation

Signed by Cllr Alexis Pavlou, Chair of the Committee:

Date:

DRAFT UNAPPROVED