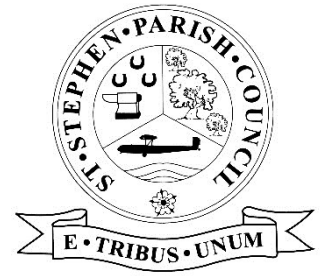


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

CLERK TO THE COUNCIL : MRS JULIET PIENAAR  
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Minutes of the **HR Committee meeting** held on **Thursday 5<sup>th</sup> July 2018** at **2.30pm**  
Venue: **The Cricket Room, Greenwood Park, Tippendell Lane, Chiswell Green, AL2 3HW**

## Present

*Cllr Dorothy Kerry (Chair)*  
*Cllr John Bell*  
*Cllr Karen Hurford*

*Cllr Bill Pryce*  
*Cllr Nicholas Tyndale*  
*Cllr Eileen Whittaker*

## Also present:

Sue Campbell taking Minutes  
Clive Payne, Locum Manager

***Under the Terms of Reference of this committee the public and accredited representatives of the press are excluded, in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1982. This is due to the confidential nature of the business to be discussed.***

1819/HR/018 To receive and accept apologies for absence  
None, all present.

1819/HR/010 Declarations of interest and dispensations

- a. To receive declarations of interest from councillors on items on the agenda  
None
- b. To receive written requests for dispensations for declarable interests  
None
- c. To grant any requests for dispensation as appropriate  
None

1819/HR/020 To approve the minutes of the meeting held on 14<sup>th</sup> June 2018  
**APPROVED:** Proposed Cllr Bell, seconded Cllr Tyndale, unanimous.

Minutes HR Committee 5<sup>th</sup> July 2018

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1819/HR/021 To receive an update from the Locum Manager  
A Locum Responsible Financial Officer is needed to complete the External Audit process. **RESOLVED:** proposed Cllr Kerry, seconded Cllr Hurford, unanimous, that Derek Kemp (DCK Accounting Solutions) be appointed as temporary RFO for the purposes of the requirements of the External Audit.  
Issues are now being sorted as they arise.  
The Locum Manager and Chairman met with the new Assistant Clerk ahead of her starting on 16<sup>th</sup> July. Staffing structure/responsibilities and accountability going forward will now be reaffirmed.  
Jo Williams' short-term contract ends next week. The Committee appreciated her contribution and expressed a wish that an arrangement be explored whereby she can be called on for specific projects  
The Ground Staff work programme is being confirmed.

*The Chairman also briefly updated the Committee on the Clerk.*

1819/HR/022 To receive an update on the claim for personal injury  
A further letter on behalf of the claimant has been passed to the insurers.

1819/HR/023 To receive an update on the complaints against staff members  
No update.

Meeting closed 3.40pm

Chairman

Date