

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

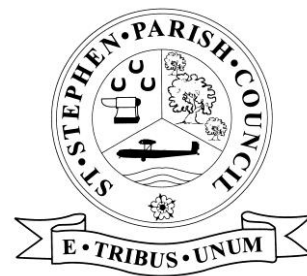
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Present: Cllr Karen Hurford
Cllr Dorothy Kerry
Cllr David Parry
Also present: Sue Hake, Clerk

Cllr Bill Pryce
Cllr Nicholas Tyndale
Cllr Eileen Whittaker

Minutes **Human Resources Committee** meeting
held **Thursday 9th January 2020 at 7.30pm**
at **The Parish Centre, Station Road, Bricket Wood, St Albans. AL2 3PJ**

1920/HR/012 To receive and accept apologies for absence
None

1920/HR/013 Declarations of interest and dispensations

- a. To receive declarations of interest from councillors on items on the agenda
- b. To receive written requests for dispensations for declarable interests; and
- c. To grant any requests for dispensation as appropriate

1920/HR/014 To approve the minutes of the meeting held on 3 October 2019

Resolved: Cllr Pryce proposed, seconded by Cllr Whittaker

Votes in favour: unanimous

Motion Carried

1920/HR/015 To agree process for receiving cleaning tenders and interview

Resolved: Cllr Kerry proposed any three members of the HR committee will be the interview panel dependent on availability, Seconded Cllr Pryce

Votes in favour: unanimous

Motion Carried

1920/HR/016 To consider feedback on VOIP system and main phone-line quotes & report and agree contract recommendation

The Clerk provided feedback from other Clerks on this subject and confirmed the Councils currently using Hertscom for this service

Resolved: Cllr Hurford proposed going with the VOIP system supported by Hertscom, Seconded Cllr Parry

Votes in favour: unanimous

Motion Carried

1920/HR/017 Request for the Clerk and Assistant Clerk to attend SLCC practitioners conference

Resolved: Cllr Kerry proposed the Clerk and Assistant Clerk attend the SLCC

Practitioners conference in February, Seconded Cllr Parry

Votes in favour: unanimous

Motion Carried

1920/HR/018 Feedback on completion of staff appraisals, duties, training and salaries

The Clerk confirmed the completion of staff appraisals and provided feedback on appraisals, duties, training and salary increment requests of which were declined by the HR committee at this time

Date of Next Meeting 2nd April 2020 at 7.30pm

Meeting Closed at 8.44pm