LONDON COLNEY PARISH COUNCIL
MINUTES OF THE HUMAN RESOURCES COMMITTEE HELD IN THE PARISH COUNCIL OFFICE AT THE COMMUNITY CENTRE, CALEDON ROAD ON
MONDAY 3 APRIL 2017, COMMENCING AT 6.30pm.

Minute number	Detail	Action
	PRESENT: Cllrs K Gardener; H Pakenham; A Osborne **IN ATTENDANCE:** L Thatcher, Locum Clerk	
1	**DECLARATIONS OF INTEREST** There were no declarations of interest	
2	**APOLOGIES** No apologies received.	
3	**EXCLUSION OF PUBLIC** **Resolved; That the public now be excluded because of the confidential nature of the business being transacted.**	
4	**MINUTES** of the HR Committee held on 3 April 2017 were read, approved and signed as a true record of that meeting.	
5	**MATTERS ARISING** from the minutes – a) Kitchen - Councillor Gardener said that she had not yet had opportunity to speak with either Stephen or Kyle but would do so next Thursday. b) Parish Clerk's absence. The Locum Clerk advised that the advertisement had yielded only two applications, neither of whom had any council experience. It was agreed that the advertisement closing date be extended and that the Locum Clerk write to the applicants thanking them for their interest, but explaining that an experienced Clerk is required. c) Appraisals. Councillor Pakenham said that she was not keen on the format of the appraisal form and asked that the	

	design of the form be placed on the agenda for the next meeting. She also asked what targets had been set for the Groundsmen at their last appraisal in August last year.	
6	STAFFING MATTERS The Locum Clerk said that the Finance Committee had approved this committee's recommendations regarding gradings of posts and salary arrears to correct underpayments, with the exception of the revised grade for 2017/2018 and 2018/2019 for the Groundmen, which will be considered later.	
7	**Date of next meeting** The date of the next meeting is to be advised, but will be after the annual meeting of the Parish Council.	
6	**Close** There being no further business, the meeting closed at 1935 hours.	