



St Stephen in Brannel Parish Council

Minutes of the Ordinary Meeting of St Stephen in Brannel Parish Council Human Resources Committee held in the Brannel Room, St Stephen on Wednesday 28th May 2025 starting at 19.56pm.

Present:

Cllr Julie Broad (Vice Chairman), Cllr Anne Hartshorne, Cllr Debby Hussey, Cllr Shelagh Tasker, and Cllr Keith Truscott (Chairman).

In attendance:

Linda Ranger – Clerk & RFO and Mel Best – Admin Assistant.

As presiding Chairman Cllr Keith Truscott welcomed everyone to the meeting. He ran through housekeeping procedures.

HR25/25 Election of Chairman:

It was

RESOLVED that Cllr Keith Truscott be elected as committee chairman.

Proposed by Cllr Debby Hussey. Seconded by Cllr Julie Broad. All voted in favour.

HR26/25 Election of Vice Chairman:

It was

RESOLVED that Cllr Julie Broad be elected as committee vice chairman.

Proposed by Cllr Keith Truscott. Seconded by Cllr Debby Hussey. All voted in favour.

HR27/25 Apologies for Absence:

None.

HR28/25 Declarations of Interest:

- a) There were no declarations of pecuniary interests.
- b) There were no declarations of non-registerable interests.
- c) There were no dispensation requests.
- d) There were no declarations of gifts or hospitality.

HR29/25 Public Participation:

None.

HR30/25 Previous Committee Meeting Minutes:

It was

RESOLVED to adopt the minutes of the HR committee meeting held on Wednesday 19th March 2025 as a true and accurate record.

Proposed by Cllr Debby Hussey. Seconded by Cllr Julie Broad. All voted in favour.

The Chairman duly signed the minutes.

12/25

Chairmans Initials:

HR31/25 Clerks Report:

The Clerk requested guidance on how employment training should be hosted. The committee asked that the Clerk host initial training and all Councillors be invited to attend.

HR32/25 Confidential Matter(s):

It was

RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public, representatives of the press and broadcast media and non-committee members be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the following business to be transacted.

Proposed by Cllr Keith Truscott and seconded by Cllr Julie Broad. All voted in favour.

The live stream was stopped.

It was

RESOLVED to ratify the appointment of the new Grounds & Maintenance Operative subject to satisfactory pre-employment checks and to note the start date of 16th June 2025.

Proposed by Cllr Julie Broad. Seconded by Cllr Debby Hussey. All voted in favour.

Action: Clerk

Members were advised that interviews for the administrative role would be taking place that week.

It was

RESOLVED to note the resignation received and the finish date of 31st May 2025. Short-listing for the position would take the following week with interviews scheduled for week commencing 9th June 2025. It was further.

RESOLVED that delegated authority be given to the Clerk and the Deputy Clerk to host the interviews.

Proposed by Cllr Julie Broad and seconded by Cllr Shelagh Tasker. All voted in favour.

Action: Clerk

The meeting ended at 8.07pm

Signed as a true and accurate record -

Chairman

Date