



Tockwith with Wilstrop Parish Council

www.tockwith.gov.uk

Clerk email: parish.clerk@tockwith.gov.uk

Minutes of the ordinary meeting of Tockwith with Wilstrop Parish Council (TWWPC) Human Resources Committee held at 6pm on Wednesday 15 June 2022 at Tockwith Village Hall, Marston Road, Tockwith, York YO26 7PR.

Present: Councillor Sue Corbett, Councillor Simon Blake, Councillor Sarah Pearce, Councillor Graeme McBride, Councillor Ray Clark.

In attendance: Deborah Marshall, Clerk to the Parish Council.

No members of the public were in attendance.

1. To elect the Chairman and Vice Chairman

1. To elect the Chairman of the HR Committee for the next Municipal Year

Cllr Blake proposed Cllr McBride, seconded by Cllr Clark.

RESOLVED: There being no objections or further nominations Cllr McBride was elected as Chairman.

2. To elect the Vice Chairman of the HR Committee for the next Municipal Year

Cllr Clark proposed Cllr Corbett, seconded by Cllr Pearce.

RESOLVED: There being no objections or further nominations Cllr Corbett was elected as Vice Chairman.

2. Apologies:

1. To note any apologies received

None.

2. To approve any reasons for absence submitted for consideration

None

3. To Note any Declarations of Interest:

1. To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests in the business to be transacted at this meeting

There were none.

2. To approve any dispensation requests received

There were none.

4. Public Open Forum:

No members of the public in attendance

5. Terms of Reference

1. To review the current terms of reference and agree of any changes to be put forward for consideration by the full Parish Council

The Parish Council reviewed the TOR and minor changes were proposed.

These were:

- To change the frequency of meetings to quarterly.
- To allow Councillors to minute the meetings if required
- To use an alternative location should the village hall not be available.

Cllr McBride said he would circulate the staff handbook for review at the next meeting.

RESOLVED: The above changes be accepted and the TOR updated.

6. Line Management

1. To consider line manager responsibilities

The Clerk had requested that the Vice Chairman, Cllr Corbett be her line manager.

RESOLVED: That Cllr Corbett be the Clerk's line manager.

2. To agree the frequency of meetings between staff and line management

It was agreed that quarterly meetings would be sufficient and that these should take place at 6pm prior to a main council meeting. The Clerk's probationary review will be scheduled for Wednesday 17th August.

RESOLVED: That meetings shall take place quarterly.

The Clerk raised a number of issues, including that overtime hours were being worked, no pension had been put in place and that the payroll was being run by the Clerk. It was agreed that these issues would be brought to the meeting of the full Parish Council for consideration.

7. Next Meeting

1. To confirm the date, time and venue of the next ordinary meeting of Tockwith with Wilstrop Parish Council Human Resources Committee.

RESOLVED: That the next HR Committee Meeting be held at 6pm on Wednesday 21st September.

There being no further business the Chairman declared the meeting closed at 17:52 hours.