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# Tockwith with Wilstrop Parish Council

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Draft Minutes of the ordinary meeting of Tockwith with Wilstrop Parish Council (TWWPC) Human Resources Committee held at 6.30pm on Monday 26 June 2023 at Tockwith Village Hall, Marston Road, Tockwith, York YO26 7PR.

**To be approved at the ordinary meeting TWWPC on Monday 24 July 2023.**

**Present:** Cllr Sarah Pearce, Cllr Graeme McBride, Cllr Ted Tomes.

**Apologies:** Cllr Corbett & Cllr Warneken

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

No members of the public were in attendance.

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## DRAFT MINUTES

### 1. To elect the Chairman and Vice Chairman

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

Cllr Pearce proposed Cllr McBride, seconded by Cllr Tomes.

**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 Pearce proposed Cllr Tomes, seconded by Cllr McBride.

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

### 2. Apologies:

#### 1. To note any apologies received

Apologies had been received from Cllrs Corbett and Warneken.

#### 2. To approve any reasons for absence submitted for consideration

**RESOLVED:** That the reasons for absence submitted by Cllrs Corbett and Warneken be approved.

**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**

None.

2. **To approve any dispensation requests received**

None.

**4. To consider the procedure and date for the Clerk's annual appraisal**

The Clerk advised that Cllr Warneken had confirmed he had received some of the feedback forms from the Councillors. It was agreed that these would be shared with the HR Committee members in order that the comments be consolidated and anonymised before sharing them with the Clerk. It was recommended that the Clerk's appraisal be held by the HR Committee Chairman, Cllr McBride and the Clerk's Line Manager, Cllr Corbett and that this be held by Zoom in the week commencing 10<sup>th</sup> July. Councillors would be given the deadline of 10<sup>th</sup> July 2023 for the submission of any forms. It was recommended that the next HR Committee meeting be scheduled for Monday 23<sup>rd</sup> October at 6pm.

**RESOLVED:** That the above procedure be approved.

**With no further business, the Chairman declared the meeting closed at 18:50.**