



MINUTES of the HR Committee of Plaistow and Ifold Parish Council held on **Tuesday 12th December 2023**, at Winterton Hall, Plaistow.

Present Cllr. Andrew Woolf (Chair of the HR Committee); Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. Sarah Denyer and Catherine Nutting (Clerk & RFO, via Zoom).

HR/23/009 **Apologies for absence & housekeeping**
None.

HR/23/010 **Disclosure of interests**
None.

HR/23/011 **Minutes** **Actions:**
It was **RESOLVED** to **APPROVE** the **MINUTES** of the meeting held on **29th November 2023**, which will be signed by the Chair of the meeting via Secured Signing, in accordance with Standing Order 12(g) as a true record. The signed minutes will be available on the Parish Council’s [website](#). Cllr. Woolf

HR/23/012 **Committee training and policy documents** **Actions:**
The Committee **RESOLVED** to recommend to the full Council that Members attend HR training and **ADOPT** the HR policies, once produced. Members will attend the Discipline and Grievance Training circulated by the Clerk. Full Council | Clerk

HR/23/013 **Contract** **Actions:**
DEFERRED – being drafted. Clerk

HR/23/014 **Exclusion of Press and Public**
Due to the confidential nature of considering applications received, the Council **RESOLVED** to exclude the Press and Public from the meeting during consideration of HR/23/015, in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it would involve the likely disclosure of exempt information.

HR/23/015

Applications and shortlist for interview

The Committee considered the ten (10) applications received for the role of Clerk & RFO and **RESOLVED** upon which candidates to call for interview on 19th December.

Actions:

Clerk

There being no further business, the Chair closed the meeting at 20:35