



Colwick Parish Council

Community Centre,
Vale Road
Colwick
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Minutes of the full meeting of Human Resources Committee Held on Tuesday 13th January 2026 at 7pm in the Main Hall, Colwick Community Centre.

Attendance: Cllr Alexander (Chair), Cllr Booker, Cllr Nunn (substitute), Frank Horsley (Parish Clerk). No residents in attendance.

Minute taker: Frank Horsley

Commenced at: 6.30pm

HR0126/1. Welcome and appointment of Chair

Cllr Alexander appointed Chair until the next AGM in May 2026. Proposed Cllr Booker. Seconded Cllr Nunn.

HR0126/2. Apologies for absence

Cllr Olushola. Cllr Nunn acting as substitute to ensure quorum.

HR0126/3. Declarations of Interest

Cllr Nunn declared an interest as Assistant Finance Officer/Ledger Clerk (unpaid). Noted.

HR0126/4. Public Participation session under suspension of Standing Orders (15 minutes allocated under section 3f of the Standing Orders)

No matters raised.

HR0126/5. The role and purpose of the HR Committee

Frank Horsley outlined the approved TOR and Scheme of Delegation approved at AGM in May 2025 for context. Members discussed the option to establish a HR sub-committee by delegated authority to line manage the Parish Clerk on behalf of the Council.

ACTION: Frank Horsley to draft a HR sub-committee Terms of Reference for consideration at the next meeting.

HR0126/6. Review of staffing structure and recommendations for Full Council to consider

Members discussed the vacant Street Cleaner post and alternative options for the Council to meet environmental objectives including financial support to volunteers and contracting. HR Committee **resolved** to maintain Street Cleaner post and further advertise to fill the vacant post.

HR0126/7. Street Cleaner – review and recommendations

Following on from the previous item, Members agreed to redesign the job to focus on street cleaning/litter picking and remove duties pertaining to the Community Centre.

ACTION: Frank Horsley to redraft the job description for consideration at the next meeting prior to further recruitment.

HR0126/8. Exclusion of Public and Press RESOLVED that, under Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items of business due to the confidential nature of business to be considered.

Members **resolved** to exclude public and press under Public Bodies (Admission to Meetings) Act 1960.

HR0126/9. Regrading of Cleaner to proposed new Cleaner/Caretaker post

Members discussed the proposed regrading including appropriate remuneration of the new post based on current national local council pay grades. Members **resolved** to approve the regrading of the current Cleaner to new Cleaner/Caretaker post and issue contract to commence from 26th January 2026.

HR0126/10. Any Other Items (not on the agenda that the Chair considers urgent)

None.

Date and time of next HR Committee meeting

To be scheduled in March 2026.

The meeting ended at 7.50pm.

Frank Horsley
Parish Clerk
Colwick Parish Council