

**Wrockwardine Parish Council**  
**Minutes of the Human Resources Committee Meeting**  
**held on Wednesday 22 February 2023 at 4.30p.m at Admaston House,**  
**Admaston**

**Present:** Cllr Mr K Ballantyne (Chairman)  
Cllr P Cooper  
Cllr J Savage  
**In Attendance:** Ms J Hancox (Clerk)

**23/HR01 Welcome**

The Chairman welcomed everyone to the meeting.

**23/HR02 Apologies for absence**

Cllr E Anderson – Personal reasons

**23/HR03 Declaration of Interests & Dispensations**

- a) Pecuniary – None declared
- b) Personal – None declared

**23/HR04 Public Session - No matters raised.**

**23/HR05 Minutes**

It was **RESOLVED** to confirm and sign the minutes for the meeting held on 7<sup>th</sup> September 2022 as a true record and which were received and noted by Full Council on 12<sup>th</sup> October 2022.

**23/HR06 Policies**

The committee considered a new Community Engagement & Consultation Policy and three minor amendments were suggested before it was **RESOLVED** to recommend the policy be adopted by Full Council.

**23/HR07 Clerk's Accounts**

The Clerk's timesheets, mileage claims and annual leave card were received and accepted as a true record by the Committee.

**23/HR08 Schedule 12A Local Government Act 1972**

It was **RESOLVED** that the press and public be excluded from the meeting for the remaining items of business which were confidential and might disclose exempt information.

**23/HR09 Clerk's Salary**

**1. Incremental Increase & Backpay**

The Committee considered the details of a confidential report and **RESOLVED** to recommend to Full Council that the report be accepted and endorses the conclusions reached at points 1-3

**2. Payment of Salary Banking Arrangements**

Following a discussion, it was agreed that the Clerk should investigate any possible alternatives to the current way salaries are paid to enable payments not to fall into the next month due to the banks set procedures.

**23/HR10 Date of next meeting**

To be determined as and when required.

*The meeting closed at 5.08p.m*

Signed: \_\_\_\_\_(Chairman) Date: \_\_\_\_\_

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