



THE MINUTES OF THE MEETING OF
COXHOE PARISH COUNCIL HUMAN RESOURCES COMMITTEE
HELD ON TUESDAY 5TH JUNE 2018

Councillors Present: Councillor A Hedley (Chair), K Simpson, B Hepplewhite.

Also present: C Llewelyn (Clerk)

H12 **ELECTION OF CHAIR**

The Chair of the Committee is confirmed as Cllr Hedley.

H13 **TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were noted from Cllr Lavelle.

H14 **DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

H15 **MINUTES OF LAST MEETING**

The minutes of the last meeting were agreed.

H16 **HR COMMITTEE TERMS OF REFERENCE**

Members considered a template terms of reference prepared by the Clerk. The members asked the Clerk to make a number of amendments and **RESOLVED** the Clerk to put forward the terms of reference to the full Council.

H17 **STAFF CONTRACTS**

A draft contract had been circulated and amendments suggested were agreed; the members **RESOLVED** the Council adopts this contract.

H18 **AGREEMENT OF STAFFING POLICIES**

The members discussed the draft Annual Leave Policy but agreement was not reached on whether this was an appropriate policy.

Councillor Hepplewhite left the meeting at 7.40 and as the meeting was no longer quorate Councillor Hedley ended the meeting.

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....