



Coxhoe Parish Council Minutes: Extraordinary Meeting of the Human Resources, Grievance, Disciplinary and Complaints Committee

Date & Time: 8 March 2021 6.30pm

Venue: via Zoom

Councillors present:

A Hedley (Chair); D Brown, W Lavelle and K Simpson.

Also present: C Llewelyn, Parish Clerk.

No members of the public attended the meeting.

H95 Zoom meeting information and Parish Council Public Participation Policy

Note that the start time of the meeting was delayed until 6.30. Zoom meeting guidelines and the Parish Council's Public Participation Policy have been previously circulated to Councillors and were available through a link on the agenda. It was **Resolved** the information was noted.

H96 To note apologies

Apologies were received from Councillors J Slater and K Lowes. It was **Resolved** the apologies were noted.

H97 To receive declarations of interest in items on the agenda

Councillor D Brown declared a non-registerable interest in staffing of the Youth Service. The Clerk gave information about conflicts of interest as in the Committee Terms of Reference. It was **Resolved** the declaration of interest was noted.

H98 Public participation

No members of the public attended the meeting.

The following items were classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point of the agenda it was **Resolved** that all members of the press and public were asked to leave the meeting.

H99 Staffing update and options

a) Staffing update

The Clerk had sent a report and presented information to Members. It was **Resolved** that the Committee notes the staffing update.

b) Staffing levels and staffing structure options and agreement of actions for the Clerk

The Clerk had sent a report. The following were **Resolved**:

(1) the Committee notes the report.

(2) the Clerk to undertake the activity in the report in order to present recommendations to the Council.

(3) the Committee delegates to the Clerk to undertake explorations and preparation of documents as detailed in the report.

The meeting closed at 7.20pm.

Certified as a True Record:

Chair (Sign)

Date