

PONTESBURY PARISH COUNCIL
Meeting of Personnel/Human Resources Committee
Held on Wednesday 1 June 2022 at 6.30pm at The Pavilion

PRESENT

Cllr D Fletcher, Cllr M Trow, Cllr N Hignett, Cllr J Pritchard, Cllr A Hodges

IN ATTENDANCE: None

CLERK: Debbie Marais

No members of the public were present

PHR 1.22 ELECTION OF CHAIR – It was proposed by Cllr Trow, seconded by Cllr Hignett, all in favour, and **RESOLVED TO APPROVE the election of Cllr D Fletcher as Chair.**

PHR 2.22 APOLOGIES FOR ABSENCE - None

PHR 3.22 DECLARATIONS OF INTEREST AND DISPENSATIONS – None

PHR 4.22 PUBLIC QUESTIONS AND COMMENTS - None

PHR 5.22 MINUTES OF COUNCIL - The minutes were submitted and circulated as read. It was proposed by Cllr Pritchard, seconded by Cllr Hodges, all in favour and **RESOLVED that the minutes of the Council meeting held on 6th January 2022 be approved and signed as a correct record.**

PHR 6.22 EXCLUSION OF THE PUBLIC It was proposed by Cllr Hignett and seconded by Cllr Trow and **RESOLVED to APPROVE exclusion of the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).**

PHR 7.22 APPOINTMENT OF FINANCE/ADMIN OFFICER – following a discussion it was agreed to make the following recommendations to full council at the meeting on 13th June 2022

- i) **Re-advertisement of the Finance/Admin Officer position at a wider scale (scp 18-23) and include the possibility of progression to Responsible Financial Officer (dependent on skills and experience)**

PHR 8.22 SUCCESSION PLANNING – Cllr Fletcher led a discussion about the importance of succession planning for various key roles in the council, such as Chair of the parish council and committees. Councillors agreed that it was important to build a lead-in period of training and confidence building in these key areas and agreed in principle to include the position of Vice-Chair on committees and to have a Chair who was not the Chair of the parish council. Councillors would bring action plan suggestions to the next personnel meeting.

Meeting ended: 7.15pm

Signed

Date

Chair